



Naval Education and  
Training Command

NAVEDTRA 80287  
July 1966  
0503-LP-500-1870

Nonresident Training  
Course (NRTC)

# Ship's Serviceman 1 & C

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Nonfederal government personnel wanting a copy of this document  
must use the purchasing instructions on the inside cover.



0503LP50001870

Reviewed and approved for continued use on  
6 August 1993.

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.**

Nonfederal government personnel wanting a copy of this document must write to Superintendent of Documents, Government Printing Office, Washington, DC 20402 OR Commanding Officer, Naval Publications and Forms Directorate, Navy Aviation Supply Office, 5801 Tabor Avenue, Philadelphia, PA 19120-5099, Attention: Cash Sales, for price and availability.

# SHIP'S SERVICEMAN 1 & C

NAVEDTRA 80287

Prepared by the Naval Education and Training Program Management  
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

## HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Ship's Serviceman 1 & C*, NAVEDTRA 10287-F. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice

and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

### A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for

manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

#### B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for

your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

COMMANDING OFFICER  
NETPMSA CODE 074  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

#### NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at **9** points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

#### COURSE OBJECTIVES

Demonstrate a knowledge of the subject matter by correctly answering items on the following Navy Supply System, management, procurement, receipts and expenditures, ship's store operations, records and returns, commissaries, and retail operation management (ROM) system.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

### MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

#### SAMPLE

s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -

### TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

#### SAMPLE

s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -

### MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

#### SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

#### A. OFFICER

#### B. DEPARTMENT

- |                               |                           |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department  |
| s-4. CIC Officer              | 2. Engineering Department |
| s-5. Disbursing Officer       | 3. Supply Department      |
| s-6. Communications Officer   |                           |

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- - -
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- - -

# Assignment 1

Textbook Assignment: "Navy Supply System and Management." Pages 2-1 through 3-6.

- 
- Learning Objective: Recognize the general organization, mission, and functions of the Naval Supply Systems Command (NAVSUP) and the Defense Logistics Agency (DLA).
- 
- 1-1. The term "supply system" collectively refers to which of the following organizations and/or field activities?
1. Navy Resale and Services Support Office (NAVRESSO)
  2. Defense Logistics Agency (DLA) only
  3. Naval Supply Systems Command (NAVSUP) only
  4. Defense Logistics Agency (DLA) and Naval Supply Systems Command (NAVSUP)
- 1-2. The first and foremost mission of the integrated Navy/Defense Logistics Defense System is to provide
1. strategic locations for materials
  2. materials through civilian contractor
  3. optimum economy
  4. responsive support to the operating forces
- 1-3. Which of the following defense supply centers controls medical supplies and clothing?
1. Defense Personnel Support Center, Philadelphia, Pa.
  2. Defense Industrial Supply Center, Philadelphia, Pa.
  3. Defense General Supply Center, Richmond, Va.
  4. Defense Construction Supply Center, Columbus, Oh.
- 1-4. The basic function of the defense supply centers is inventory management.
1. True
  2. False
- 1-5. In computing the replenishment requirements of an item, a defense supply center will take into account which of the following factors?
1. Information furnished by vendors from past requirements
  2. Past demand for items
  3. Information that is furnished by the defense supply centers
  4. Program information furnished by each military service and past experience of each center
- 1-6. What activity(ies) control(a) the wholesale distribution of stock among the four military services?
1. Defense supply centers
  2. Federal Supply Agency
  3. Navy Finance Center
  4. Navy Resale and Services Support Office
- 1-7. All stocks controlled by a defense supply center are financed by what fund?
1. Navy Stock Fund
  2. Defense Stock Fund
  3. Defense Industrial Fund
  4. A prorated portion of the stock fund for each military service
- 1-8. What is the primary function of a DLA distribution depot?
1. To issue and receive materials from defense supply centers
  2. To serve as a storage point for (DLA) materials
  3. To receive requisitions directly and to issue stock locally
  4. To provide training and assistance in the distribution of materials in the Navy Supply System
- 1-9. Distribution depots can accept requisitions in cases of emergencies.
1. True
  2. False

- 1-10. The DLA's principal distribution depots are located in what cities?
  1. Mechanicsburg, PA; Memphis, TN; Ogden, UT; and Tracy, CA
  2. San Diego, CA; Norfolk, VA; Pensacola, FL; and Mayport, FL
  3. Oakland, CA; Long Beach, CA; and Cubic Point, PI
  4. Long Beach, CA; Memphis, TN; Ogden, UT; and Tracy, CA
- 1-11. To provide direct support to the Navy, the DLA has established what total number of specialized support depots (SSDs)?
  1. One
  2. Two
  3. Five
  4. Four
- 1-12. The DLA specialized support depot(s) is/are the Navy supply center(s) located in which of the following cities?
  1. San Diego, CA only
  2. Long Beach, CA and Norfolk, VA
  3. Oakland, CA and Norfolk, VA
  4. San Diego, CA and Long Beach, CA
- 1-13. The Navy Supply System is integrated with which of the following organizations?
  1. Federal Supply Agency
  2. Navy Ships Parts Control Center (SPCC)
  3. Defense Logistics Agency
  4. Navy Resale and Services Support Office
- 1-14. The Naval Supply Systems Command is responsible for the development and supervision of the Navy Supply System.
  1. True
  2. False
- 1-15. You are determining material requirement, for your shop. Which of the following references will provide you with the best resources?
  1. Ship's Store Afloat Catalog and stock record cards
  2. Coordinated Shipboard Allowance List (COSAL) only
  3. Stock record cards and area contract bulletins
  4. COSAL and Ship's Store Afloat Catalog
- 1-16. Under the Navy Supply System, all materials fall under the heading "replenishment" and can be immediately replenished.
  1. True
  2. False
- 1-17. In the Navy Supply System, there are five phases of distribution. What is the first phase?
  1. Storage
  2. Transportation
  3. Control
  4. Accumulation of material at CONUS bases
- 1-18. The Navy Supply System has what total number of inventory control points (ICPs)?
  1. Five
  2. Two
  3. Three
  4. Four
- 1-19. One of the Navy Supply System inventory control points is the Navy Aviation Supply Office (ASO). Where is this activity located?
  1. Mechanicsburg, PA
  2. Philadelphia, PA
  3. Great Lakes, IL
  4. Alexandria, VA
- 1-20. The current list of cognizance symbols and their associated inventory manager can be found in which of the following publications?
  1. NAVSUP Manual, Volume II, and NAVSUP P-485
  2. NAVSUP Manual, Volume II, and NAVSUP P-487
  3. NAVSUP P-485 and NAVSUP P-487
  4. COSAL and NAVSUP P-487
- 1-21. All inventory control point is under the joint control of what two organizations?
  1. Naval Supply Systems Command and the Fleet Material Support Office
  2. Naval Ship Systems Command and the Navy Ships Parts Control Center
  3. NAVSUP and the responsible systems command
  4. Navy Comptroller Office and Fleet Material Support Office



- 1-22. Inventory control points perform all of the Following functions EXCEPT
1. receiving appropriate quantities of materials
  2. controlling procurement
  3. maintaining close liaison with the systems command
  4. maintaining warehouses for materials received
- 1-23. In managing Navy-owned retail items under DLA control, Navy retail offices (NROs) are restricted to what facet of inventory management?
1. Storage
  2. Financial
  3. Procurement
  4. Replenishment
- 1-24. The Navy's two Navy retail offices are located in what cities?
1. Washington, DC and Mechanicsburg, PA
  2. San Diego, CA and Washington, DC
  3. Norfolk, VA and Odgen, UT
  4. Mechanicsburg, PA and Norfolk VA
- 1-25. The Navy Fleet Material Support Office is responsible for retell stocks of DLA/GSA items.
1. True
  2. False
- 1-26. The Navy's distribution system is made up of what total number of activities?
1. Five
  2. Two
  3. Three
  4. Four
- 1-27. What two major types of activities in the Navy's distribution system have the primary mission of supply?
1. Navy Fleet Material Support Office and Naval Supply Systems Command
  2. Navy retail offices and Naval Facilities Engineering Command
  3. Naval supply centers and naval supply depots
  4. Federal Supply Agency and naval supply centers
- 1-28. Naval supply centers and naval supply depots are responsible for which of the following functions involving Navy supply materials?
1. Warehousing
  2. Distributing
  3. Controlling
  4. All of the above
- 1-29. The mobile logistics support force ships act as extension of the Navy's distribution system.
1. True
  2. False
- 1-30. Which of the following are strictly Navy supply departments?
1. Naval shipyards
  2. Naval air stations
  3. Naval stations
  4. All of the above
- 1-31. As pert of their mission, which of the following activities have to provide specialized supply support to the command at which they are located?
1. Naval supply centers
  2. Naval supply depots
  3. Naval shipyards
  4. All of the above
- 1-32. Navy supply centers and Navy supply depots were established for the centralized administration of various types of supply activities.
1. The
  2. False
- 1-33. Navy supply centers are based overseas.
1. True
  2. False
- 1-34. Navy supply depots are based in CONUS.
1. True
  2. False
- 1-35. Primary support responsibility for Navy supply center and Navy supply depots comes from what authority?
1. Federal Supply Agency (FSA)
  2. Naval Supply Systems Command (NAVSUP)
  3. Defense Supply Center (DSA)
  4. Defense Logistics Agency (DLA)

1-36. The inventory control department of an NSC or NSD performs all the following functions EXCEPT

1. determining requirements
2. managing inventories
3. controlling receipts
4. issuing materials

1-37. Which of the following divisions of an NSD or NSC is NOT under the inventory control department?

1. Receipt division
2. Technical division
3. Customer service division
4. Disposal division

1-38. In the management of materials, the material department of an NSD or NDC plans and directs which of the following functions?

1. Disposal
2. Issue
3. Storage
4. All of the above

The following are two departments of a Navy Supply center or depot. In items 1-39 through 1-45, indicate in which department each division would be found.

1. Inventory control department
2. Material Department

1-39. Storage

1-40. Purchase

1-41. Retail stores

1-42. Freight terminal

1-43. Requirements

1-44. Labor and equipment

1-45. Whose responsibility is it to keep the fleet supplied with fuel, food, general stores, and services through underway replenishment?

1. Naval supply depots
2. Fleet Material Support Office
3. Mobile logistics support force
4. Naval supply centers

- A. Storage Division
  - B. Purchase Division
  - C. Requirements Division
  - D. Retail Stores Division
  - E. Receipt Control Division
  - F. Freight Terminal Division
  - G. Labor and Equipment Division

Figure 1A.

IN ANSWERING QUESTIONS 1-46 THROUGH 1-47, REFER TO FIGURE 1A.

1-46. The inventory control department of a Navy supply center or depot includes which of the following divisions?

1. B, C, and E
2. B, D, and F
3. D, E, and F
4. E, F, and G

1-47. The material department of a Navy supply center or depot encompasses which of the following divisions?

1. A, B, C, and D
2. A, C, E, and F
3. A, D, F, and G
4. B, D, E, and G

1-48. From which of the following types of ships should you obtain frozen and dry food items?

1. Stores ship (AF)
2. Fleet combat support ships (AOE)
3. Destroyer/submarine tenders (AO/AS)
4. Combat stores ships (AFS)

1-49. Which of the following ships is NOT designed for mobile logistics support?

1. USS ACADIA (AD42)
2. USS DULUTH (LPD6)
3. USS POLLOX (AFS4)
4. USS EVERGLADES (AD24)

1-50. Which of the following terms specifically refers to a helicopter transfer of materials or stores?

1. INREP
2. VERTREP
3. UNREP
4. CASREP

---

Learning Objective: Identify the purpose, general organization, and functions of the Navy Resale and Services Support Office (NAVRESSO) and delineate the major components of this system.

---

1-51. What is the overall purpose of the Navy Resale System?

1. To provide Support to the operating forces
2. To provide personnel with attractive facilities
3. To provide command support and assistance to fleet ships stores
4. To provide authorized patrons with quality merchandise and services at reasonable prices

---

Learning Objective: Recognize the principles you should follow in the development of your organization's structure including the purpose and functions of the various organizational charts.

---

1-52. Organizational planning is a process of which of the following actions?

1. Identifying and grouping duties
2. Defining and delegating authority
3. Assigning responsibilities and creating relationships
4. All of the above

1-53. Which of the following factors are involved in good organizational planning?

1. Direct management and subordinate personnel
2. Mechanical aspects
3. Dynamic aspects
4. Both 2 and 3 above

1-54. In good organizational planning the mechanical aspects deal exclusively with what facets of the organization?

1. The organization's structure, functions, and tasks
2. Personalities of individuals
3. Performance abilities of individuals
4. Human relations

1-55. Which of the following examples represents an accurate application of the mechanical aspects of an office?

1. Charts are prepared that depict the office's workload
2. Job performances of individuals are evaluated
3. personnel reports are prepared
4. Training is provided for individuals

1-56. The dynamic aspects of an organization involve which of the following factors?

1. Abilities
2. Interests
3. Personalities
4. All of the above

1-57. The resin purpose of preparing organizational charts is for the manager to use these charts as a management tool.

1. True
2. False

---

IN ANSWERING QUESTIONS 1-58 THROUGH 1-61, SELECT FROM COLUMN B THE TYPE OF ORGANIZATIONAL CHART THAT MATCHES THE FUNCTION OR PURPOSE DESCRIBED IN COLUMN A.

A. PURPOSES

B. CHARTS

1-58. May be used in a simple organization to show all components with their functions and names of personnel assigned.

1. Functional chart
2. Structural chart

1-59. Shows only the basic arrangements of the components and, in the case of a ship's service organization, a complete breakdown of all existing components, such as divisions, branches, sections, or units.

3. Combination chart
4. Billet assignment chart

A. PURPOSES	B. CHARTS	
1-60. Lists the components of an organization with the job title and/or rank or grade and names of personnel assigned.	1. Functional chart 2. Structural chart 3. Combination chart 4. Billet assignment chart	1-66. In a fairly simple organization, which of the following charts can seine to show all three aspects (components, functions, and personnel) of the organization?  1. Billet assignment chart 2. Structural chart 3. Functional chart 4. Combination chart
1-61. Lists the component of an organization with the major job tasks grouped by similarity.		<hr/> Learning Objective: Identify the factors you should consider when planning a physical layout that will make the most effective use of spaces, equipment, and personnel in the service and resale activities. <hr/>
1-62. How should components or lines of authority be arranged in a structural organization chart?  1. Major components should be arranged horizontally in line with each other 2. Subsidiary component should be arranged in a vertical plane beneath the major components 3. Lines of authority drawn between components should clearly indicate relationships 4. All of the above arrangement may be made		1-67. Which of the following factors should you consider when doing a layout analysis?  1. Mission of the ship's store or service activity 2. Use of personnel 3. Use of equipment 4. All of the above
1-63. Which of the principles below should be followed when job duties are listed on a functional chart?  1. Closely related functions must be listed under different component 2. Duties that are performed infrequently need not be listed under specific components 3. Each significant function must be provided for within the organization 4. Dissimilar functions may be listed under one component		1-68. What specific information should be shown on a layout chart?  1. Office functions as they relate to tasks 2. Work production data 3. Floor plan of the work spaces 4. Billet assignment requirements
1-64. A billet assignment chart is sometimes referred to as what other type of chart?  1. Functional chart 2. Structural chart 3. Position chart 4. Personnel assignment chart		1-69. Layout charts of work spaces are generally drawn on what scale?  1. 1 inch to a foot 2. 1/2 inch to a foot 3. 1 1/2 inch to a foot 4. 1/4 inch to a foot
1-65. The billet assignment chart is used to chow the assignment of personnel by name and division only.  1. True 2. False		

- 1-70. You are doing a layout analysis of work spaces in the ship's store. To obtain the best arrangement for movable furniture and equipment, which of the following methods should you use?
1. Make a list of the movable furniture and equipment, and make recommendation for placement beside each item
  2. Move the office furniture and equipment within the ship's store spaces until you obtain the best arrangement
  3. Draw the movable furniture and equipment to scale directly on the layout chart
  4. Use templates fashioned from cardboard or plastic and rearrange the templates on the layout chart until you obtain the best arrangement
- 1-71. A layout analysis is designed primarily to improve the use of which of the following resources of a facility or work space?
1. Space
  2. Personnel
  3. Equipment
  4. All of the above
- 1-72. Convenient arrangement of equipment will enable your people to turn out more work in a shorter time.
1. True
  2. False
- 1-73. In planning a layout of a retail self-service activity, you should consider which of the following factors?
1. Proper and intelligent circulation of customer traffic throughout the store
  2. Placement of traffic-stopping, appealing displays
  3. Adequate store protection from pilferage
  4. All of the above
- 1-74. How wide should the aisle space in a self-service ship's store be?
1. 1 to 2 feet
  2. 2 to 3 feet
  3. 3 to 4 feet
  4. 4 to 6 feet
- 1-75. Which of the policies below should be followed in the layout of a self-service store?
1. Aisle spaces should all be the same width
  2. Other exits besides the check-out point(s) should be provided
  3. Customers should be induced to circulate the entire store before reaching the check-out stand
  4. All of the above

## Assignment 2

Textbook Assignment: "Management (continued) and Procurement." Pages 3-7 through 4-5.

Learning Objective: Identify the procedures for flow process analysis and determine the best methods for devising effective workflow process charts for various resale and service activities. Determine the factors that should be used in the establishment of work schedules and operating times for various resale and service operations.

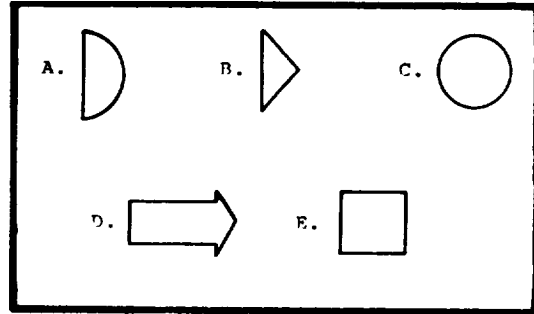


Figure 2A.

- 2-1. What information is listed on a flow process analysis?
1. Inventory of spaces and equipment
  2. List of functions as they relate to tasks
  3. Work count for individual work items
  4. Sequence of steps that must be performed in an operation
- 2-2. What total number of different symbols can you use to identify the steps on a flow process chart?
1. Five
  2. Two
  3. Six
  4. Four
- 2-3. Which of the following factors should you consider when establishing a laundry schedule?
1. The amount of work to be processed in a given time frame
  2. The number and competency of the personnel assigned
  3. Preference of the commend
  4. All of the above

IN ANSWERING QUESTIONS 2-4 through 2.8, SELECT THE FLOW CHART SYMBOL IN FIGURE 2A THAT ACCURATELY CORRESPONDS TO THE FUNCTION USED AS THE QUESTION.

- 2-4. Transportation.

1. A
2. B
3. C
4. D

- 2-5. Operation.

1. B
2. C
3. D
4. E

- 2-6. Inspection.

1. E
2. D
3. C
4. B

- 2-7. Delay.

1. D
2. C
3. B
4. A

- 2-8. Storage.

1. D
2. C
3. B
4. A

2-9. Normally, what total number of pounds of laundry should your laundry facility process per week per person?

1. 8 lb
2. 16 lb
3. 20 lb
4. 24 lb

2-10. Laundry facilities should be adequate to process 16 pounds of finished work per week per each chief petty officer or officer.

1. True
2. False

2-11. To get a rough idea of how much laundry you may be required to process, you must multiply your crew size by what number?

1. 11
2. 16
3. 3.15
4. 24

You are laundry supervisor on the USS ACADIA (AD42) which has 3000 members aboard. Two hundred are chief petty officers and 130 are officers.

Figure 2B

IN ANSWERING QUESTIONS 2-12 THROUGH 2-14, REFER TO FIGURE 2B.

2-12. What total number of pounds of laundry should be processed weekly for your ship's crew?

1. 20,000 lb
2. 30,000 lb
3. 72,000 lb
4. 85,000 lb

2-13. What total number of pounds of laundry will be processed for the chief petty officers and officers weekly?

1. 3000 lb
2. 5000 lb
3. 5280 lb
4. 7920 lb

2-14. What total number of pounds of laundry will be processed for all members aboard monthly?

1. 256,320 lb
2. 275,520 lb
3. 288,000 lb
4. 320,800 lb

2-15. The best laundry schedule is one that provides for

1. daily service
2. service every other day
3. biweekly service
4. the requirements of the ship

2-16. Concerning each laundry lot, a good laundry schedule should include which of the following items of information?

1. Hour of pickup and the day and hour of delivery
2. Type of lot and the personnel who delivered it
3. Individuals and groups to whom the lot belongs
4. All of the above

2-17. The primary purpose for the use of the appointment system for the scheduling of appointments in the barbershop is to provide

1. the barbers with ample time for cleaning their tools between appointments
2. division officers and petty officers better control when dealing with personnel
3. better service for barbershop patrons
4. the barber with the opportunity to overschedule appointments in case appointments are missed

2-18. In scheduling haircuts in the barbershop, you should consider which of the following factors?

1. The number of personnel aboard
2. The number and competency of barbers
3. The daily workload of each barber
4. All of the above

- 2-19. The barbershop appointment schedule should be designed so that the number of patrons who must wait for a barber does NOT exceed what maximum number per barber?
1. One
  2. Two
  3. Three
  4. Four
- 2-20. A barber can usually give a satisfactory haircut in what total number of minutes per patron?
1. 10 minutes
  2. 15 minutes
  3. 20 minutes
  4. 30 minutes
- 2-21. In an 8-hour day, a busy barber should normally be able to complete what total number of haircuts?
1. 19
  2. 24
  3. 30
  4. 36
- 2-22. Which of the following systems is/are recommended for the scheduling of appointment in the barbershop?
1. Appointment system
  2. Division schedule
  3. Both 1 and 2 above
  4. Quarterly schedule
- 2-23. In the appointment system, what person should maintain the appointment sheets?
1. Barber
  2. Senior barber
  3. Barbershop supervisor
  4. Division leading petty officer
- 2-24. In the division schedule system, what person controls the scheduling of appointments in the barbershop?
1. Barber
  2. Barber supervisor
  3. S-3 division officer
  4. Division petty officer
- 2-25. Barbershop appointment sheets should be retained in the barbershop for what maximum period of time?
1. 1 week
  2. 2 weeks
  3. 3 weeks
  4. 4 weeks

- 2-26. In addition to other reasons, the barbershop supervisor should save all appointment sheets in case personnel complain about not being able to get haircut appointments and because some members who fail inspection might try to claim that they really did receive haircuts in the barbershop before inspection.

1. True
2. False

---

Learning Objective: Recognize the ways in which managers determine if manpower is being used effectively in work assignments.

---

- 2-27. Which of the following statements represents a principle of organization and a personnel management guideline a good supervisor should follow?
1. Duties must never be assigned to specific individuals
  2. Obscure jobs should not be assigned as responsibilities
  3. Infrequent jobs should never be assigned until the last minute
  4. Each duty that must be performed should be assigned to a specific individual in the organization
- 2-28. When individuals are assigned to jobs, they should have a thorough knowledge of all of the procedures required.
1. True
  2. False
- 2-29. When you have your best person do all the work, which of the following measures are you taking?
1. Penalizing the person for being a good, dependable worker
  2. Rewarding the person by letting the person take on more responsibility
  3. Putting the person in a position to be liked by everyone
  4. Making other individuals dislike the person

---

Learning Objective: Recognize how authority is delegated through fair and responsible leadership and determine the circumstances under which delegation of authority should take place.

---



- 2-30. The principle of unity of command states that the final responsibility and authority at each level rest with one person.
1. True
  2. False
- 2-31. As a supervisor, you must remember that authority should be commensurate with which of the following attributes?
1. Respect
  2. Responsibility
  3. Accountability
  4. Knowledge
- 2-32. You should delegate authority as far down the chain of command as possible without loss of control over policy or procedure.
1. True
  2. False
- 2-33. Delegation of authority relieves superiors of overall responsibility.
1. True
  2. False
- 2-34. Which of the following recommendation will provide good guideline for effective delegation of authority?
1. Provide clearly stated policy guideline
  2. Select capable subordinates
  3. Set up proper controls
  4. All of the above

---

Learning Objective: Identify the categories into which types of stock items procured for resale in a ship's store are divided, and identify the methods used for authorization of merchandise for resale.

---

- 2-35. Ship's store merchandise is basically divided into what total number of categories?
1. One
  2. Two
  3. Three
  4. Four

- 2-36. Most of the stock that is ordered by ship's store is included in which of the following categories?
1. U.S. merchandise for stock
  2. U.S. merchandise for special order
  3. Foreign merchandise for stock
  4. Foreign merchandise for special order
- 2-37. The Ship's Store Afloat Catalog is published by which of the following organizations?
1. Navy Finance Center
  2. Defense Logistics Agency
  3. Navy Resale and Services Support Office
  4. Government Accounting Office
- 2-38. Which of the following resources is/are (a) tool(s) used in procurement of ship's store stock?
1. NAVSUP P-487
  2. Ship's Store Afloat Catalog
  3. Ship's Store Contract Bulletin
  4. All of the above
- 2-39. Items for special orders are generally carried in stock.
1. True
  2. False
- 2-40. What officer can direct the ship store officer to collect for special orders in advance?
1. Division Officer
  2. Supply officer
  3. Executive officer
  4. Commanding officer
- 2-41. A special order certification includes all EXCEPT which of the following information concerning the person, who is placing the order?
1. Name
  2. Division
  3. Grade or rate
  4. Time in service
- 2-42. What cost limitation associated with an authorized item of U.S. merchandise applies to special orders for this item?
1. \$500 per unit cost of the item
  2. The ability of the patron to pay
  3. The same limitation that applies for all such items held in stock
  4. The same limitation that is shown in the Ship's Store Afloat Catalog or the Authorized Stock List for the item

- 2-43. Items listed in the Ship's Store Afloat Catalog for special orders should also be ordered for stock.
1. True
  2. False
- 2-44. Standard Navy clothing items of unusual sizes on special orders are procured for which of the following reasons/persons?
1. For stock during deployment only
  2. For special order stock only
  3. For individuals only
  4. For engineer repay teams only
- 2-45. Procurement of gold rating badges and service stripes on special orders for patrons is limited to E-7s and above.
1. True
  2. False
- 
- Learning Objective: Identify the appropriate procedures for the procurement of foreign and U.S. merchandise.
- 
- 2-46. When are you allowed to stock foreign merchandise?
1. When your ship is outside the 3-mile limit only
  2. During your ship's deployment only
  3. When your ship is in the local area of operation only
  4. Anytime as long as limitations are observed
- 2-47. For the Pacific Fleet Foreign Merchandise Program, warehouses of foreign merchandise have been established in Yokosuka, Japan and Subic Bay, Republic of the Philippines.
1. True
  2. False
- 2-48. Procurement of which of the following items of foreign merchandise is prohibited for ship's stores afloat?
1. Furs
  2. Autos
  3. Wines
  4. All of the above
- 2-49. Foreign merchandise from approved communist-controlled areas can be procured within specific limitations.
1. True
  2. False
- 2-50. Stocks of foreign merchandise in the ship's store may present a problem that is not associated with U.S. merchandise for which of the following reasons?
1. Foreign merchandise does not have the sales appeal of U.S. merchandise
  2. Losses resulting from markdowns of foreign merchandise must be absorbed by the ship's store
  3. Foreign merchandise must be disposed of before the ship returns to the U.S.
  4. Foreign merchandise cannot be transferred to other ships
- 2-51. Which of the following guidelines can help you avoid being overstocked with foreign merchandise?
1. Consult and use the NAVRESSO bulletins
  2. Estimate carefully the potential sales
  3. Obtain all foreign merchandise early
  4. All of the above
- 2-52. Your ship will leave Marseilles, France, for Pensacola, Florida, on 10 June after operating in the area for over 90 days. What is the latest date that you should schedule delivery of foreign merchandise in Marseilles other than special order items for members of the crew?
1. 1 May
  2. 20 May
  3. 30 May
  4. 10 May
- 2-53. Your ship is operating in an overseas area from May 1 to May 28. What limitation must you observe for procuring foreign merchandise?
1. Cash basis only
  2. Special orders only
  3. Commanding officers cost limitations only
  4. Substitution of like items of U.S. merchandise only

- 2-54. By what means can SH2 Lisa Rankin procure foreign merchandise while her ship is in Pensacola, Florida?
1. Special orders through the ship's store
  2. Special orders through the local Navy exchange
  3. Special orders through the exchange mail order program
  4. Program orders through NAVRESSO representative
- 2-55. The advantage of making customers aware of using the exchange mail order program is the opportunity for your ship to receive rebate checks.
1. True
  2. False
- 2-56. At least how often does NAVRESSO distribute rebate checks to ships participating in mail order sales?
1. Monthly
  2. Quarterly
  3. Triennially
  4. Annually
- 2-57. Rebate checks go directly to ship's store profits, Navy, as which of the following types of receipts?
1. Refund
  2. Contribution
  3. Gain by Inventory
  4. All of the above
- 2-58. In addition to general limitations that apply to all merchandise, qualitative limits are specified for which of the following types of merchandise?
1. Cameras
  2. Jewelry
  3. Sun glasses
  4. Leather goods
- 2-59. Which of the following items is/are NOT authorized for stock and sale through ship's store?
1. Beer
  2. Wallets
  3. Nail files
  4. Sunglasses
- 2-60. Authorized items of stock such as lighters, cups, and stationery that bear your ship's identification should be limited to what total number of days of stocks?
1. 120
  2. 60
  3. 30
  4. 90
- 2-61. You should limit stock with your ship's identification to what maximum percentage of your ship's total complement?
1. 10%
  2. 20%
  3. 25%
  4. 40%
- 2-62. What limiting factor applies to the quantity of tax-free tobacco products you may stock?
1. Anticipated sales for 90 days
  2. Sales of the previous 90 days
  3. Anticipated sales while your ship is beyond the 3-mile limit
  4. Anticipated sales to 40 percent of your ship's complement
- 
- Learning Objective: Recognize the cycle used by the Navy for effective stock control, and identify how stock turn affects the senior Ship's Servicemen as a buyer.
- 
- 2-63. The primary purpose of effective stock control in a ship's store is to ensure a stock level that will accomplish which of the following objectives?
1. Keep the storeroom full at all times
  2. Provide most of the essential items most of the time
  3. Generate maximum sales with minimum inventory
  4. Offer a complete range of all authorized items
- 2-64. Procurement of ship's store stock is financed by what source?
1. Current year's appropriation
  2. Navy Stock Fund
  3. Ship's Store Profits Navy
  4. Profile from each individual store

- 2-65. In a ship's store afloat, what primary factor(s) determine(s) the amount of inventory?
1. Procurement
  2. Markups
  3. Surveys
  4. Sales
- 2-66. In a ship's store, profits on sales are determined by which of the following factors?
1. The amount of markup over cost on the items sold
  2. The value total inventory
  3. The volume of sales
  4. The total inventory value of the retail store
- 2-67. Your failure to maintain sufficient stock on board will ultimately result in decreased sales for your ship's store.
1. True
  2. False
- 2-68. NAVRESSO recommence that you maintain whet optimum ratio of sales to stock at cost price to your beginning inventory for each 4-month accounting period?
1. 1.20 to 1
  2. 1.50 to 1
  3. 1.10 to 1
  4. 1.33 to 1
- 2-69. "Stock turn" simply means that a 90-days supply of stock should "turn over" one and one-third times in a period of whet maximum number of days?
1. 360
  2. 120
  3. 180
  4. 90

- 2-70. An accounting period covers how many months?
1. 6
  2. 2
  3. 3
  4. 4
- 2-71. You can obtain your stock turn figure by using what formula?
1. By multiplying cash sales by opening inventory
  2. By dividing opening inventory by cash sales
  3. By dividing expenditures by opening inventory
  4. By subtracting cash sales from opening inventory

---

IN ANSWERING QUESTIONS 2-72 THROUGH 2-74, SELECT THE STOCK TURN FIGURE IN COLUMN B THAT CORRECTLY CORRESPONDS TO THE EXPENDITURES/OPENING INVENTORY FIGURES LISTED IN COLUMN A FOR EACH QUESTION.

	A. EXPENDITURES/ OPENING INVENTORY	B. <u>STOCK TURN</u>
2-72.	\$8,000 \$6,000	1. 1.54
2-73.	\$7,400 \$6,200	2. 1.40
2-74.	\$16,000 \$10,400	3. 1.33
		4. 1.19

---

- 2-75. Optimum stock level (inventory) is defined as an optimum supply of stock to cover what total number of days?
1. 90
  2. 120
  3. 180
  4. 365

## Assignment 3

Textbook Assignment: "Procurement (continued) and Receipts and Expenditures." Pages 4-5 through 5-4.

- 
- Learning Objective: Determine the authorized inventory and allowances for a ship's store afloat.
- 
- 3-1. The basic initial authorized inventory allowance for ship's store stock is normally based upon which of the following factors?
1. Size of the ship
  2. Onboard personnel count
  3. Preference of ship's store personnel
  4. All of the above
- 3-2. In the basic initial authorized inventory allowance, what maximum amount of money is generally allowed per person per month for procurement of stock?
1. \$12
  2. \$18
  3. \$25
  4. \$28
- 3-3. The basic initial authorized Inventory allowance per person per month provides for what maximum number of months of ship's store stock?
1. 1
  2. 2
  3. 3
  4. 4
- 3-4. Service ships, such as ASS, ADs, and ARs, are authorized extra monies per person per month to support ship's store customers. What maximum amount of money per person per month represents this authorized increase?
1. \$6
  2. \$9
  3. \$10
  4. \$18
- 3-5. When your ship is deployed, what maximum additional amount of money per person per month represent the authorized increase?
1. \$10
  2. \$12
  3. \$15
  4. \$18
- 3-6. Procurement of foreign merchandise for ship's store stock should be considered as an authorized addition to the ship's store inventory
1. True
  2. False
- 3-7. Which of the following items of stock should be considered as a separate authorized increase to your inventory whether the ship is deployed or in CONUS?
1. Tax-free cigarettes
  2. Canned sodas
  3. Stereos over \$500
  4. Hobby items
- 3-8. When your inventory limitation is increased for deployment, you should send a letter to NAVRESSO with a copy to the type commander.
1. True
  2. False
- 3-9. When your ship's inventory limitation is increased for deployment purposes, the associated letter of explanation should contain which of the following information?
1. Monetary value of this increase
  2. Reason for the Increase
  3. Period of time the increase will cover
  4. All of the above

3-10. When your ship is deployed, the ship's total authorized inventory should include which of the following amounts?

1. Original authorized inventory
2. Canned soda inventory
3. An additional \$18 per person per month
4. All of the above

---

Learning Objective: Determine how to analyze the inventory control records and how to make associated recommendations to the ship's store officer.

---

3-11. The control record is the tool that ship's store managers use in maintaining a running check on working capital available for purchase of new stock.

1. True
2. False

3-12. Normally, the two inventory control records you should use are the Inventory Control Record for Ship's Store Stock and the Inventory Control Record for Standard Navy Clothing Stock.

1. True
2. False

3-13. Under which of the following circumstances can you include standard Navy clothing on the Inventory Control Record for ship's store stock?

1. When your inventory balance for standard Navy clothing exceeds \$300
2. When you sell standard Navy clothing through the same cash register used for ship's store stock
3. When your inventory balance for standard Navy clothing is less than \$300 and sales are less than \$300 a month
4. Both 2 and 3 above

3-14. Generally, your inventory control record for ship's store stock should be maintained at least how often?

1. Quarterly
2. Monthly
3. Daily
4. Weekly

3-15. A 15% markup in the actual cost price of each item of stock is currently being used in ship's stores afloat. If the actual cost of stock item is \$100, determine the retail price of the stock items.

1. \$ 87
2. \$105
3. \$115
4. \$125

3-16. A careful review of which of the following documentation should provide you with valuable information concerning the history of sales and ordering data you will need for future procurement of an item of ship's store stock.

1. Stock Record (NAVSUP Form 464)
2. Armed Forces Measurement Plan (DD Form 358)
3. Afloat Shopping Guide
4. Open purchase contract

3-17. You have just completed a review of the stock records for an item of ship's store stock. Ideally, your maximum stock position should represent the stock you require for what total number of days?

1. 90
2. 180
3. 30
4. 60

3-18. You are supervising the maintenance of the stock record cards. The two types of errors for which you should be on the alert are mechanical and procedural errors.

1. True
2. False

3-19. A mechanical error results when facts and values have not been properly recorded on the stock record card for an item of stock.

1. True
2. False

3-20. Of the following errors concerning the maintenance of a stock record card for an item of ship's store stock, which one is considered to be a mechanical error?

1. The low limit for this item was recorded wrong
2. The ship's store is out of this stock item
3. The markings on this item are too high
4. There is too much stock on hand of the item

---

Learning Objective: Determine the methods and resources you should use for the selection and procurement of ship's store stock.

---

3-21. When you are selecting merchandise for procurement of stock for a ship's store afloat, which of the following factors should you consider?

1. Crew preference
2. Operational schedules of your ship
3. Special operating conditions
4. All of the above

3-22. In selecting merchandise for the ship's store, which of the following resources can provide you with valuable technical assistance?

1. NAVRESSO fleet assistance Representatives
2. NAVRESSO Publication No. 81
3. Ship's Store Afloat Catalog
4. All of the above

3-23. You can acquire assistance from NAVRESSO by making a telephone request, visiting a fleet assistance office, and sending a letter request for an advisory.

1. True
2. False

IN ANSWERING QUESTIONS 3-24 THROUGH 3-27, SELECT THE APPROPRIATE DOCUMENT FROM COLUMN B THAT YOU SHOULD USE FOR ORDERING STOCK FROM PROCUREMENT SOURCE LISTED AS THE QUESTION IN COLUMN A.

	A. PROCUREMENT SOURCE	B. PROCUREMENT DOCUMENTS
3-24.	Ship's Store Contract Bulletin for area	1. Order for Supplies or Services/ Request for Quotations (DD Form 1155)
3-25.	Ship's Store Afloat Catalog	2. Armed Forces Measurement Blank (DD Form 358)
3-26.	Ashore supply activity for standard Navy clothing	3. DOD Single Line Item Requisition System Document (DD Form 1348)
3-27.	Ashore supply activity for unusual sizes of Navy clothing for men	4. Requisition and Invoice/ Shipping Document (DD Form 1149)
3-28.	In regard to methods of procurement for ship's store stock, you can acquire ship's store merchandise either by purchase from a commercial source or by transfer.	
	1. True	
	2. False	
3-29.	A transfer of stock takes place any time you submit requisitions to which of the following sources?	
	1. A commercial vendor of any type	
	2. An ashore supply activity or another military organization or government agency	
	3. Another naval vessel, supply officer, or department or section of your own ship	
	4. Both 2 and 3 above	

IN ANSWERING QUESTIONS 3-30 THROUGH 3-33, SELECT FROM COLUMN B THE APPROPRIATE DOCUMENTATION(S) YOU MUST SUBMIT TO EFFECT A TRANSFER OF STOCK FROM THE PROCUREMENT RESOURCE LISTED IN COLUMN A AS THE QUESTION.

A. PROCUREMENT RESOURCES	B. PROCUREMENT DOCUMENTS
3-30. Other supply officers	1. Order for Supplies or Services/ Request for Quotations (DD Form 1155)
3-31. From excess stock list	2. DOD Single Line Item Requisition System Document (DD Form 1348)
3-32. From other appropriations	3. Either 1 or 2 above as appropriate
3-33. From other departments aboard your ship	4. Requisition and Invoice/Shipping Document (DD 1149)
<hr/>	
3-34. Before considering procurement of ship's store stock by purchase, you should first try to acquire the stock by transfer.	1. True 2. False
3-35. When you use the overseas contract bulletins to purchase items of ship's store stock, you should prepare and submit the purchase orders in exactly the same way for merchandise that you would order through which of the following other procurement sources?	1. Ship's Store Contract Bulletins for areas within CONUS 2. Afloat supply activities for standard Navy clothing 3. Other appropriations of your own ship 4. Other departments of your own ship
3-36. When using the simplified requisition and purchase procedure for purchase of ship's store stock, you must prepare and submit which of the following documents?	1. Requisition and Invoice/Shipping Document (DD Form 1149) 2. DOD Single Line Item Requisition System Document (DD Form 1348) 3. Either 1 or 2 above, as applicable 4. Order for Supplies or Services/Request for Quotations (DD Form 1155)

3-37. When other procurement resources are not available to you, you can purchase limited quantities of authorized items of ship's store stock from Navy exchanges. What form should you use to effect this type of purchase?

1. Requisition and Invoice/Shipping Document (DD Form 1149)
2. DOD Single Line Item Requisition System Document (DD Form 1348)
3. Order for Supplies or Services/Request for quotations (DD Form 1155)
4. Armed Forces Measurement Blank (DD Form 358)

3-38. Whenever possible you should use the open purchase method for purchase of ship's store.

1. True
2. False

3-39. When dealing with commercial sales representatives, which of the following guidelines should you follow?

1. Avoid all contact with commercial sales representatives
2. Accept gifts and favors privately
3. Set order time for contact with sales representatives but strictly follow the policies set forth in the DOD Standards of Conduct
4. Refer sales representatives to another ship

---

Learning Objective: Determine the responsibilities of the senior Ship's Servicemen for the auditing of procurement records and identify the appropriate procedures to be used in the review of procurement documents.

---

3-40. One of the primary responsibilities of the senior Ship's Servicemen is assisting the ship's store officer in an audit of the ship's store's records and returns.

1. True
2. False

3-41. All activities with purchase authority must undergo an external purchase operation review at least how often?

1. Every year
2. Every 6 months
3. Every 3 months
4. Every 18 months



- 3-42. In auditing the format of a completed procurement document, you should check to see that the document correctly includes which of the following information?
1. Required specific statements as needed
  2. Fast pay or other purchase agreement requirements as applicable
  3. Specific identification of merchandise
  4. All of the above

---

IN ANSWERING QUESTIONS 3-43 THROUGH 3-46, SELECT FROM COLUMN B THE CORRECT DISTRIBUTION OF THE ORIGINAL AND/OR COPY(IES) OF THE ORDER FOR SUPPLIES OR SERVICES/REQUEST FOR QUOTATIONS (DD FORM 1155) LISTED IN COLUMN A AS THE QUESTION. FAST PAY PROCEDURES DO NOT APPLY.

A. DD FORMS 1155	B. DISTRIBUTIONS
3-43. Original only	1. To vendor
3-44. One copy only (does not require signature)	2. To Incoming Material File
3-45. One signed copy only	3. To Outstanding Purchase Order File
3-46. All other remaining copies	4. To Expenditure Invoice File

- 
- 3-47. In a ship's store afloat, all procurement documents must be logged to which of the following records?
1. Requisition Log
  2. Purchase Order Log
  3. Either 1 or 2 above as applicable
  4. Stock Tally Log

---

Learning Objective: Recognize the ways in which the senior Ship's Serviceman becomes involved with the procurement of equipment to be used in the resale and service areas of a ship's store afloat

- 
- 3-48. Major equipment is defined as having a monetary value greater than what amount?
1. \$ 50
  2. \$ 90
  3. \$100
  4. \$500

- 3-49. The procurement of major equipment that includes (major) laundry equipment, barber chairs, and cash registers is controlled directly by what specific authority?

1. NAVRESSO
2. NAVSEA
3. NAVSUP
4. NAVFAC

- 3-50. The installation of replacement vending machines that are greater in weight than the machines that are being replaced must be approved by what primary authority?

1. NAVSUP
2. NAVSEA
3. NAVRESSO
4. NAVFAC

- 3-51. The installation of replacement vending machines that weigh the same or less than the machines that are being replaced can be approved by what authority?

1. NAVSUP
2. NAVSEA
3. NAVRFSSO
4. NAVFAC

- 3-52. Which of the following monetary cost values associated with a single unit of equipment in a ship's store or service area is/are included in the category referred to as major equipment?

1. \$115
2. \$ 96
3. \$ 50
4. Both 2 and 3 above

---

Learning objective: Determine the preparation requirements and procedures for receipts of ship's store stock.

- 
- 3-53. When ship's store stock is to be received aboard ship, which of the following steps represent the correct sequence to be followed?

1. Preparation, inspection, relocating stowage
2. Inspection, preparation, stowage, relocation
3. Stowage, relocation, preparation, inspection
4. Relocation, stowage, inspection, preparation

- 3-54. Which of the following conditions represent the best time frame in terms of (a) your ship's operational schedule; and (b) receipt of ship's store stock on board?
- (a) Ship gets underway at 1000;  
(b) stock is received at 0600 the same day
  - (a) ship arrives in port at 0800;  
(b) stock is received at 0900 the same day
  - (a) Ship arrives in port Friday and remains in port until the following Thursday;  
(b) stock is received 1000 on Tuesday while the ship is in port
  - (a) ship arrives in port on 29 August (Monday) and departs 5 September (following Monday);  
(b) stock is received on 2 September (Friday)
- 3-55. Before ship's store stock arrives on board, you should notify what official as to the number of people you will need for a working party?
- Commanding officer
  - Executive officer
  - Division officer
  - Weapons officer
- 3-56. In the case of large receipts of ship's store stock, which of the following personnel should be assigned whenever possible to be spotters, checkers, and members of the working party?
- All available chief petty officers
  - Ship's Servicemen
  - Storekeepers
  - Boatswain's Mates
- 3-57. At the actual time of receipt of ship's store stock, the bulk storeroom custodian should be performing which of the following duties?
- Checking stock on the pier
  - Rechecking stock control records for the incoming stock
  - Spot checking security points along the route of the incoming stock
  - Standing by at the bulk storeroom and waiting to receive the stock
- 3-58. The leading Ship's Serviceman or the ship's store officer should be on hand to supervise the receipt of stock that is delivered by which of the following means?
- Truck
  - Helicopter
  - Highline transfer
  - All of the above
- 3-59. usually, what document is used as the receipt paper for items received from a commercial dealer?
- The dealer's invoice
  - The carrier's bill of lading
  - A copy of the procurement document
  - A copy of the invoice prepared at supply support activity
- 3-60. After assuming legal responsibility of the stock received, the bulk storeroom custodian should forward the accountable documents to what organization or individual?
- Contractor
  - Supply center
  - Ship's store officer
  - Supply officer
- A. Laundry soap that was delivered directly to the laundry

B. Fountain pens that were delivered directly to the retail

C. Cigarettes that were delivered directly to the levels storeroom

D. Razors that were delivered directly to the barbershop
- Figure 3A
- THE ITEMS LISTED IN FIGURE 1 REPRESENT A SHIPMENT OF SHIP'S STORE STOCK. IN ANSWERING QUESTION 61, REFER TO FIGURE 3A.
- 3-61. For which of the following items of stock should the ship's store office records show that delivery was made to the bulk storeroom?
- A and C only
  - B and C only
  - A, B, and C only
  - A, B, C, and D

- 3-62. Direct breakouts to a sales or service activity should be posted to which of the following documents?
1. NAVSUP 464
  2. NAVSUP 980
  3. NAVSUP 235
  4. All of the above
- 3-63. In a combined operation of ship's store stock direct turnover does not require second copies of procurement documents.
1. True
  2. False
- 3-64. When you are inspecting receipts on unopened cartons from the factory for quantity, you can accept the quantity shown on the outside of the carton as correct.
1. True
  2. False
- 
- Learning objective: Determine the correct procedures to be followed in the receipt of shipments with shortages or excess stock.
- 
- 3-65. If a receipt from another supply officer is short, which of the following actions should you take?
1. Forward a letter to the issuing activity within 5 days of receipt explaining the shortage
  2. Expend the shortage by survey from the Navy Stock Fund (NSF)
  3. Expend the shortage by survey from Ship's Store Profits, Navy
  4. Request the balance of the shipment from the issuing activity
- 3-66. When a receipt is in excess, what document should the recordskeeper use to take up the excess?
1. DD Form 250
  2. DD Form 1149
  3. DD Form 1155
  4. DD Form 1348-1
- 3-67. Your ship has received a short shipment and you have requested a corrected dealer's bill. Before processing the incorrect bill for payment, what total number of days after notification should you wait for the vendor to provide you with a corrected bill?
1. 5
  2. 10
  3. 18
  4. 20
- 3-68. On 3 June you received a partial shipment of merchandise from a commercial source. By 13 June, you received three additional partial shipments, the last completing the order. What maximum number of receiving numbers should you assign to this order?
1. One
  2. Two
  3. Three
  4. Four
- 3-69. Which of the following documents is maintained as a record of receipts?
1. NAVUP Form 978
  2. NAVSUP Form 977
  3. NAVSUP Form 238
  4. NAVSUP Form 235
- 3-70. When a shipment is received without shipping papers, what form should you use to prepare a dummy invoice?
1. DD Form 1148
  2. DD Form 1149
  3. DD Form 1348
  4. DD Form 1348-1
- 3-71. After having prepared a dummy invoice, you receive an actual invoice in a subsequent accounting period. Which of the following actions should you take to account for a difference in value?
1. Prepare an additional invoice on DD Form 1149 for the difference and record the amount on the Financial Control Record
  2. Prepare an adjustment in DD Form 1149, post the net differences to the Journal of Receipts, and include this amount as a receipt in the next set of returns
  3. Prepare an adjusting DD Form 250, post to the stock records, and file the document in the retained files
  4. Back down the original entry, post the correct figures, and submit the invoice with the return for the correct accounting period

3-72. Bonus-free items must be covered by a DD Form 1155 showing the description, quantity, and no-cost value of the items.

1. True
2. False

3-73. Which of the following actions should you take when bonus-free items are identical?

1. Post the total quantity to the stock record card and establish a selling price
2. Give a two-for-one value sale
3. Mark the original items down half-price
4. Mark the original and bonus-free items down half-price

3-74. Bonus-free items should be sold just as though they were regularly ordered items.

1. True
2. False

---

Learning Objective: Identify the procedures for checking, proceeding, posting, and distributing various types of receipt documents.

---

3-75. What person should maintain, under lock and key, the accountability file copy of each receipt document?

1. Storeroom custodian
2. Authorized inspector
3. Ship's store officer
4. Supply officer

## Assignment 4

Textbook Assignment: "Receipts and Expenditures (continued) and Ship's Store Operations."  
Pages 5-5 through 6-4.

---

Learning Objective: Identify the procedures for checking, processing, posting, and distributing various types of documents. (Continued)

---

IN ANSWERING QUESTIONS 4-1 THROUGH 4-6 REFER TO THE AUDITING OF POSTING PROCEDURES.

- 4-1. When correct posting procedures are followed, discrepancies in counting between the authorized inspector and the receiving storekeeper should be rare events.
1. True
  2. False
- 4-2. As an auditor, you should establish a system by which you can examine the receipt procedures used by your recordskeeper.
1. True
  2. False
- 4-3. The amount posted to your Journal of Receipts should represent the amount that results from correct posting procedures. Which of the following series of steps represents the correct sequence to be followed?
1. Basic cost of merchandise, less discount (if any), less credit (if any), plus transportation
  2. Basic cost of merchandise, plus transportation, less credit (if any), less discount (if any)
  3. Basic cost of merchandise, less discount (if any), plus transportation, less credit (if any)
  4. Basic cost of merchandise, less credit (if any), plus transportation less discount (if any)

- 4-4. In a combined operation, receipts posted in the Financial Control Record (NAVSUP 235) should be at what value?

1. Coat price only
2. Retail price only
3. Cost price less credit
4. Cost price less discount

- 4-5. posting copies of receipt documents should be initialed to show that all posting has been done.

1. True
2. False

---

Learning Objective: Recognize the auditing procedures to be followed in the processing and distribution of dealers' bills.

---

- 4-6. In processing a dealer's bill for payment, all of the following documents must be forwarded as supporting documents EXCEPT which one?

1. One copy of the DD Form 1155
2. The authorized inspector's original certification copy of the DD Form 1155
3. The responsibility copy of the DD Form 1155
4. The original and three copies of the dealer's bill

- 4-7. You should submit dealer's bills for payment to which of the following persons or activities?

1. Navy Finance Center
2. Navy Accounts and Finance Center, Washington, D.C.
3. Local disbursing officer
4. Nearest paying activity for preparation of public vouchers and payment (FAAOC)

4-8. Within what total number of days from the date of receipt of the material or dealer's bill (whichever is later) should you forward the dealer's bills for payment?

1. 5 days
2. 10 days
3. 15 days
4. 30 days

4-9. Which of the following forms should you attach to an invoice that offers a discount?

1. NAVCOMPT Form 154
2. NAVCOMPT Form 442
3. NAVSUP Form 448
4. NAVSUP Form 1075

4-10. Under fast pay procedures, what individual or organization assumes responsibility and risk for supplies that have not been received?

1. The supplier
2. The receiver
3. The shipper
4. The factory

4-11. Under fast pay procedures, as long as the supplier is notified within 90 days after delivery, the responsibility and risk condition on a shipment of ship's store stock remains in effect for what maximum period of time?

1. 90 days
2. 180 days
3. 365 days
4. Forever

4-12. Which of the following persons or commands should be notified in cases of shipments in which merchandise is damaged, not received, or not in conformance with the DD Form 1155?

1. The supplier
2. NAVRESSO (Code SSD)
3. Both 1 and 2 above
4. NAVSUP

4-13. Receipts from all sources of procurement should be filed together?

1. True
2. False

---

Learning Objective: Identify the procedures by which stowage, intrastore transfers, and other types of movement of ship's store stock are accomplished and documented.

---

4-14. Which of the following security measures will help you to prevent pilferage of ship's store stock?

1. Storing ship's store stock in locked spaces
2. Prohibiting entry of unauthorized persons into storerooms (except in emergencies), when the bulk storeroom custodian is not present
3. Stowing ship's store stock only in compartments or storerooms that are under the custody of the responsible custodian
4. All of the above

4-15. When bulk stores are being inventoried, what person must be on hand during the inventory?

1. Leading petty officer
2. Storeroom custodian
3. Supply officer
4. Ship's store officer

4-16. Which of the following actions should you take to ensure good stock rotation?

1. Mark all cases with the month and year of receipt
2. Use NAVRESSOINST 4067.4 to establish the date of manufacture
3. In the receipt process, move out old stock and put the new on bottom of the pallet
4. All of the above

4-17. At times, manufacturers age and stowage codes can be obtained from which of the following persons/resources?

1. Leading supply chief
2. Supply officer
3. Both 1 and 2 above
4. NAVRESSOINST 4067.4

4-18. Ventilation, temperature, and humidity are storage factors that require special attention in the storage of which of the following types of stock?

1. Watches and jewelry
2. Radios and tape recorders
3. Film and fountain supplies
4. Soap and toothpaste

4-19. What are the two types of intrastore transfers?

1. Breakouts and transfers
2. Transfers and issues for use
3. Breakouts and issues to use
4. Transfers and surveys

4-20. What document should you use to account for the movement of stock from the bulk storeroom to the ship's store?

1. NAVSUP 973
2. DD Form 1155
3. NAVSUP 1250
4. DD Form 1348

4-21. Under which of the following conditions are Intrastore Transfer Data form NOT required for stock movement?

1. In a separate operation
2. In a walk-in store operation
3. In a combined operation
4. In an issue for use

---

Learning Objective: Recognize the differences in the receipt procedures to be followed when stock is received aboard a ship with a supply corps officer and aboard a ship without an assigned supply corps officer.

---

QUESTIONS 4-22 THROUGH 4-26 REFER TO A SHIP'S STORE AFLOAT OPERATION IN A SHIP WITHOUT A SUPPLY CORPS OFFICER ASSIGNED.

4-22. A shipment is received from another supply officer and there is a shortage. Which of the following actions should be taken for processing of the receipt documents?

1. The original should be signed, the quantity indicated should be accepted, and the loss should be surveyed
2. The recordskeeper should list the quantity of the shortage on the original and all copies of the receipt document and should then sign the original and return it to the transferring activity
3. The recordskeeper should list the quantity of the shortage on the original and all copies of the receipt document, then the ship's store officer should sign the original and return it to the transferring activity
4. The ship's store officer should sign the original receipt document, indicate the quantity of shortage, and return the original to the transferring activity for correction

4-23. When a shortage occurs on a delivery from a commercial carrier, on what document should you record the shortage information when your ship has no Supply Corps officer?

1. The dealer's invoice
2. The original purchase order
3. The government bill of lading or other shipping document
4. The receipt document taken from the outstanding purchase order file

4-24. On a ship without a Supply Corps officer, what person should enter the quantity and unit retail price on all copies of the receipt document?

1. The responsible custodian
2. The ship's store officer
3. The authorized inspector
4. The recordskeeper

4-25. If you are on a ship without a Supply Corps officer, to which of the following records should you post the quantity of a stock item received and any changes in unit cost or selling price?

1. Journal of Expenditures
2. Journal of Receipts
3. Stock Tally Card
4. Financial Control Record

4-26. When stock is received on a ship without a Supply Corps officer, a total of how many copies of the receipt document should be forwarded to the appropriate FAADC at the end of each month?

1. One
2. Two
3. Three
4. Four

---

Learning Objective: Identify the different types of expenditures for ship's store stock in terms of methods and accountability, and determine the correct procedures for documenting the various kinds of expenditures.

---

UNLESS OTHERWISE STATED, ALL QUESTIONS REFER TO SHIP'S STORES AFLOAT WITH SUPPLY CORPS OFFICERS ASSIGNED.

4-27. Which of the following methods represent the correct expenditure procedure for ship's store stock?

1. Transfers
2. Surveys
3. Sales
4. All of the above

IN ANSWERING QUESTIONS 4-28 THROUGH 4-31, SELECT FROM COLUMN B THE CORRECT STATUS OF ACCOUNTABILITY THAT RESULTS FROM THE METHOD OF EXPENDITURE OF SHIP'S STORE STOCK LISTED IN COLUMN A AS THE QUESTION.

A. METHODS OF EXPENDITURE	B. ACCOUNTABILITY
---------------------------	-------------------

4-28. Transfer	1. Increases
4-29. Issue	2. Reduces
4-30. Survey	3. Either 1 or 2 above, as appropriate
4-31. Sales	4. Remains the same

---

4-32. When you transfer material from your excess stock list to another supply officer, what price should you use?

1. Retail price
2. Cost price
3. Price set by the transferring officer
4. Cost plus 5% surcharge

4-33. What is the recommended way for your ship's store to handle a request for merchandise from the Marine Corps or from a ship operated by the Maritime Administration?

1. As a transfer to another government
2. As an issue to end use
3. As a gratuity
4. As a cash sale

4-34. Which of the following issues is an issue for use?

1. An Issue to survivors of a marine disaster
2. An issue of clothing of individual sizes for personnel servicing in the general mess
3. Articles of clothing for burial of the dead
4. Bleach and soap to the laundry



- 4-35. What primary factor do you need to consider in determining whether You should prepare a breakout or an issue for use document?
1. The purpose of the transfer
  2. The transferring activity
  3. The activity from which the material was originally received
  4. The cost of the item
- 4-36. Which of the following issues for use is chargeable to the ship's OPTAR rather than your ship's store profits?
1. Decorator kit to the ship's store
  2. Repair part to a vending machine
  3. Clothing to the repair division
  4. soap to the laundry
- 4-37. To which of the following appropriations should surveys for ship's store stock be charged?
1. Navy Stock Fund
  2. Ship's Store Profits, Navy (General Fund )
  3. Ship's Store Profits, Navy (own ship's)
  4. All of the above
- 4-38. Which of the following damages will NOT be covered by the Navy Stock Fund (NSF)?
1. Fire in the storeroom resulting from bad wiring
  2. Flood of water in the storeroom
  3. Merchandise damaged from negligence on part of ship's store personnel
  4. Merchandise damaged as a result of ship's repairs
- 4-39. Which of the following commands maintain(s) the Ship's Store Profits, Navy (General Fund)?
1. NAVSUP
  2. NAVRESSO
  3. NAVSEA
  4. All of the above
- 4-40. For surveyed material subsequently received, the recordskeeper posts a red ink entry in which of the following records?
1. Applicable stock records
  2. Journal of Expenditures
  3. Roth 1 and 2 above
  4. Journal of Receipts
- 4-41. Which of the following items of stock must always be revalued by survey?
1. Tax-Free cigarettes
  2. Foreign merchandise
  3. Navy clothing
  4. Special order items
- 4-42. When an item of Navy clothing is revalued from the standard price of \$10, at what price should it be listed for resale in the store?
1. \$7.00
  2. \$2.50
  3. \$5.00
  4. \$4.50
- 4-43. As the leading Ship's Serviceman, which of the following concerns should you have regarding price changes?
1. The authority to supervise the procedures involved in accomplishing a change
  2. An awareness of the reasons for and causes of price changes
  3. The authority to advise the ship's store officer when a price change is needed
  4. The authority to exercise all of the concerns above
- 4-44. All gains and lessee resulting from voluntary price changes are credited or charged to which of the Following funds, appropriations, or accounts?
1. Ship's Store Profits, Navy
  2. Operating funds for the ship
  3. Navy Stock Fund
  4. Profits of the ship's store
- 4-45. A reasonable number of markdowns during an accounting period is a good indication that you are accomplishing which of the following goals?
1. Operating a clean ship's store
  2. Maintaining adequate financial records
  3. Using good buying practices
  4. Exercising some degree of stock control
- 4-46. At which of the following times should you mark down seasonal items?
1. At the beginning of the season
  2. Just prior to the end of the season
  3. At the end of the season
  4. At any of the above times

4-47. Which of the practices below represents the best guideline you can follow for making markdowns?

1. Mark down items progressively
2. Mark down items sufficiently to sell them
3. Mark down items to cost and when sales increase, make a markon
4. Mark down all items to cost which are left over after each accounting period

4-48. Which of the following situations represents the most common involuntary price change?

1. Perishable stock, such as candy or film, reduced to cost because it is old
2. Standard price adjustment for Navy clothing
3. Defective or dirty merchandise which cannot be returned to the vendor marked down to 50% of cost
4. A purchase variance

4-49. Claims for property lost, destroyed, or damaged to a service member in the U.S. Navy should be charged to the ship's store profits.

1. True
2. False

4-50. After what total number of days are perishable and catalog items considered excess stock?

1. Excess of 180 days
2. Excess of 240 days
3. Excess of 30 days
4. Excess of 90 days

4-51. Excess stock can be expended in which of the following ways?

1. Transfers to other supply officers
2. Reductions in price for sale on board
3. Returns to vendor for cash, credit, exchange
4. All of the above

PERIODICALLY, YOU SHOULD AUDIT EXPENDITURE DOCUMENTS TO MAKE CERTAIN YOUR SHIP'S STOCK RETURNS CAN BE COMPLETED ACCURATELY. IN ANSWERING QUESTIONS 4-52 THROUGH 4-55, SELECT FROM COLUMN B THE DOCUMENTATION YOU SHOULD AUDIT FOR THE TYPE OF EXPENDITURE LISTED IN COLUMN A AS THE QUESTION.

A. TYPE OF EXPENDITURE	B. DOCUMENTATION
4-52. Transfer	1. DD Form 200
4-53. Issue	2. NAVSUP Form 973
4-54. Price change	3. NAVSUP Form 983
4-55. Survey	4. DD Form 1149

Learning Objective: Identify the role of the senior Ship's Serviceman as a supervisor as this role relates to the ship's store operations and customer service.

4-56. As a senior ship's Servicemen, you will find that your principal function in the retail operation will be as a supervisor of various activities.

1. True
2. False

4-57. As a supervisor of the retail store operations, you will be responsible for all of the following duties EXCEPT which one?

1. Helping to select an effective store operator
2. Improving customer service
3. Training the store operator
4. Serving as the sales officer

4-58. Based upon fleet experience, the best policy you can follow is to ensure that the operator of a retail activity is rotated at least how often?

1. Every 12 months
2. Every 2 accounting periods
3. Every 3 months
4. Every 4 accounting periods

4-59. It will usually take at least how long for a new ship's store operator to acquire a good knowledge of a retell operation associated record, and controls?

1. 6 months
2. 2 months
3. 9 months
4. 4 months

4-60. The practice of allowing one operator to function in a ship's store for too long usually promotes which of the following conditions?

1. Increased customer satisfaction
2. Reduced shoplifting
3. Invitation of collusion
4. Increased sales

4-61. The personality and ability of your ship's store operator will have no effect on customer satisfaction.

1. True
2. False

4-62. All of the following assets are important character traits and attributes that a good ship's store operator should possess. Of these characteristics, which one is LESS important, as a rule, than the other three?

1. Honesty
2. Dependability
3. Freedom from excessive financial worries
4. Better than average mathematical ability

4-63. Your operator's personality should be basically pleasant, or at least inoffensive and consistent.

1. True
2. False

4-64. Which of the following personal qualities is/are considered to be necessary for a store operator to be effective?

1. Willingness to learn
2. Honesty
3. Dependability
4. All of the above

---

Learning Objective: Recognize the principles involved in creating effective displays and signs and how outside assistance can be provided by NAVRESSO for improvements to the ship's store.

---

4-65. What is the overall basic purpose of any ship's store?

1. To generate profits for the Recreation Fund
  2. To train personnel for advancement
  3. To sell merchandise
  4. To serve its patrons
- 

IN ANSWERING QUESTIONS 4-66 THROUGH 4-72, SELECT FROM COLUMN B THE RECOMMENDED AREA FOR DISPLAY OF THE MERCHANDISE LISTED IN COLUMN A.

<u>A. MERCHANDISE</u>	<u>B. DISPLAY AREAS</u>
-----------------------	-------------------------

- |  |   |
|--|---|
| 4-66. Cigarettes   | 1. Golden area                                      |
| 4-67. Small items  | 2. Bottom or lower shelves                          |
| 4-68. Large items  | 3. Area visible to ship's store operator            |
| 4-69. New items  |   |
| 4-70. Pilferable items   | 4. Area readily accessible to ship's store operator |
| 4-71. Expensive items  |   |
| 4-72. Fast-moving items  |   |
| 4-73. Display arrangements should be influenced the most by which of the following factors?  |   |
| <ol style="list-style-type: none"> <li>1. Correlation of items</li> <li>2. Prevention of pilferage</li> <li>3. Attractiveness</li> <li>4. Customers' convenience and ease in shopping</li> </ol> |   |
| 4-74. Which of the following factors should you consider when you are improving your store?  |   |
| <ol style="list-style-type: none"> <li>1. Layout</li> <li>2. Location</li> <li>3. Condition of equipment on hand</li> <li>4. All of the above</li> </ol>   |   |

4-75. You have determined that several areas of your ship's store are in need of improvements and you have discussed your recommendation and findings with the ship's store officer. What should be your next step for acquiring these improvements?

1. Complete a letter request to NAVRESSO for permission to modernize
2. Place an order for the required supplies
3. Place an order for the required services
4. Have all minor equipment replaced

## Assignment 5

Textbook Assignment: "Ship's Store Operations (continued) and Records and Returns."  
Pages 6-5 through 7-4.

---

Learning Objective (Continued):  
Recognize the principles involved  
in creating effective displays  
and signs, and how outside  
assistance can be provided by  
NAVRESSO for improvements to  
ship's stores.

---

5-1. All minor equipment and supplies that you procure for display purposes in the ship's store should be charged to what account?

1. OPTAR
2. Ship's Store Profits, Navy
3. Ship's store profits (your own ship)
4. Navy Stock Fund

5-2. Upon approval from the type commander, major modernization equipment that involves the alteration of the ship's structure should be charged to what account?

1. Navy Stock Fund
2. Ship's Store Profits, Navy
3. OPTAR
4. Ship's store profits (your own ship)

5-3. Effective signs in a ship's store should contain which of the following components?

1. Lead line
2. Head line
3. Descriptive information and price
4. All of the above

5-4. Price information on a ship's store sign should be clearly stated. Which of the following formats should NOT be used on a ship's store sign?

1. \$.80 a day
2. \$25
3. 1.95 to 5.95
4. Price as marked

---

Learning Objective: Identify the  
correct procedures for the operation of  
the retail outlet of the ship's store.

---

5-5. Of the personnel below, which ones are NOT authorized to buy ship's store and clothing stock through the ship's store?

1. Enlisted personnel on board for active duty training
2. Public Health Service personnel
3. Reserve personnel not on active duty
4. Air Force officer en route to duty

5-6. For which of the following purposes may authorized patrons purchase ship's store items?

1. Resale
2. Barter
3. Gift
4. All of the above

5-7. Final approval of proposed ship's store hours is made by what officer?

1. Ship's store officer
2. Executive officer
3. Commanding officer
4. Type commander

5-8. The ceiling on net profit for a ship's store afloat is what percent of the cost of retail sales?

1. 15%
2. 17%
3. 23%
4. 33%

5-9. Merchandise that has already been priced in the ship's store can be re-marked only by the authority of what NAVSUP form?

1. NAVSVP Form 973
2. NAVSUP Form 977
3. NRVSUP Form 978
4. NAVSUP Form 983

- 5-10. Standard Navy clothing can be revalued only by the authority of a signed DD Form 200.
1. True
  2. False
- 5-11. Fountain sales to private messes can be made only on a one-time basis within what maximum time frame?
1. Once a month
  2. Once every 60 days
  3. Once per accounting period
  4. Once every 6 months
- 5-12. Credit sales to private messes must be paid within what maximum time frame?
1. By the 15th of each month
  2. Before the end of the accounting period
  3. By the 30th of each month
  4. Before the end of the fiscal year
- 5-13. Which of the following types of legal tender can be excepted as cash for sales in the ship's store?
1. U.S. currency
  2. Traveler's checks
  3. Printed personal checks
  4. All of the above
- 5-14. Until you receive sufficient cash from sales to start the change fund for your ship's store, you will need an advance. Upon written approval by the commanding officer, which of the following individuals can be authorized to advance you the money?
1. Ship's store officer
  2. Disbursing officer
  3. Designated collection agent
  4. Each of the above
- 5-15. All cash must be collected from the ship's store under which of the following circumstances?
1. When the accountable officer or retail store operator is relieved
  2. When the store is closed for more than 72 hours
  3. When the accounting period ends
  4. Each of the above
- 5-16. Mandatory collection will save you the burden of advancing change funds and exchanging receipts.
1. True
  2. False
- 5-17. What person has the only key to the register and will record the ending register reading at the close of business each day?
1. Supply officer
  2. Ship's store officer
  3. Designated collection agent
  4. Either 2 or 3 above, depending upon authorization by the commanding officer
- 5-18. Shortages or overages must be substantiated by an overring/refund voucher if they are in excess of what amount?
1. \$1
  2. \$5
  3. \$10
  4. \$15
- 5-19. The cash receipt book is maintained by what person?
1. Ship's store operator
  2. Cash collection agent
  3. Supply officer
- 5-20. There is only one authorized procedure for collecting cash in the ship's store.
1. True
  2. False
- 5-21. Which of the following publications authorizes the ship's store officer to grant refunds?
1. NAVSUP Manual
  2. NAVCOMPT Manual
  3. Armed Services Exchange Regulations
  4. NAVSUP P-487
- 5-22. Ship's store refund vouchers (NAVSUP Form 972) must be approved by what person?
1. Supply officer
  2. Ship's store operator
  3. Ship's store officer
  4. Commanding officer
- 5-23. Defective merchandise that is covered by a guarantee is returned for refund. What disposition should be made of this merchandise?
1. Returned to the vendor for an adjustment or replacement
  2. Repaired by commercial sources
  3. Sold at a reduced price
  4. Surveyed

---

IN ANSWERING QUESTIONS 5-24 THROUGH 5-28, SELECT THE FORM LISTED IN COLUMN B THAT CORRESPONDS TO THE PURPOSE LISTED IN COLUMN A.

	<u>A. PURPOSES FOR WHICH USED</u>	<u>B. FORM</u>
5-24.	Verification entries of sales	1. NAVSUP 470
5-25.	Record of daily register readings	2. NAVSUP 235
5-26.	Record of cash collected from store operator	3. NAVSUP 469
5-27.	Record of refunds made	4. DD 1149
5-28.	Record of deposits end of month	
5-29.	Restrictions on the sale of tax-free tobacco products apply to which of the following products or condition?	
	1. Foreign manufactured products	
	2. Domestic products	
	3. Sales within the a 3-mile limit of the United States	
	4. All of the above	
5-30.	Tax-free cigarette may be taken ashore under which, if any, of the following conditions?	
	1. When the chip is in its home port	
	2. Upon permission being given by the ship's store officer	
	3. When the ship has been out for 120 days or more	
	4. None of the above	
5-31.	What maximum number of tax-free cigarette are allowed ashore in authorized areas?	
	1. 2 packs	
	2. 2 cartons	
	3. 3 cartons	
	4. 5 packs	
5-32.	At the end of the accounting period the value of all bulk sales should be posted to which of the following forms?	
	1. NAVSUP 1234	
	2. NAVSUP 470	
	3. NAVSUP 978	
	4. DD 1149	

- 5-33. As a leading Ship's Serviceman, you are responsible for ensuring that your people take which of the following actions in regard to security?
1. Maintain security of funds
  2. Comply with security of spaces
  3. Observe general shipboard security
  4. All of the above
- 5-34. Retail spaces are included in which of the following security groups?
1. Group I
  2. Group II
  3. Group III
  4. Group IV
- 5-35. Service spaces in which of the following groups are controlled by Ship's Servicemen?
1. Group I
  2. Group II
  3. Group III
  4. Group IV
- 5-36. Regulation governing sanitation in ship's store spaces are contained in NAVMED P-5010.
1. True
  2. False
- 
- Learning Objective: Recognize the methods of resolving mechanical and servicing problems associated with the operation and maintenance of vending machines.
- 
- 5-37. Which of the following conditions will cause mechanical problems of shipboard vending machines?
1. Erratic movement of the chip
  2. Customers' abuse
  3. Both 1 and 2 above
  4. Normal movement of the ship
- 5-38. Which of the following forms must you use to request vending repair services?
1. DD Form 1149
  2. DD Form 1155
  3. NAVSUP Form 977
  4. NAVSUP Form 1234
- 5-39. Services for repair of vending machines, are charged directly to Ship's Store Profits, Navy, functional account 75400.
1. True
  2. False

- 5-40. Cash from vending machines should be collected at which of the following times?
1. Daily
  2. Immediately before repair
  3. Both 1 and 2 above
  4. Twice weekly
- 5-41. Cash from vending machines must be collected on holidays and weekends whenever collection exceed at least what amount?
1. \$50
  2. \$100
  3. \$150
  4. \$200
- 5-42. Daily collections of vending machines will satisfy all collection requirements.
1. True
  2. False
- 5-43. The NAVSUP 236 should be completed how often?
1. Daily
  2. Weekly
  3. Monthly
  4. Quarterly
- 5-44. What is the acceptable average figure for number of drinks per gallon of syrup in cup-type machines?
1. 75
  2. 90
  3. 100
  4. 115
- 5-45. Which of the following guideline provide(s) you with the best indication to help you determine the amount of sales in cup-type vending machines?
1. Cash actually collected
  2. Record of syrup used
  3. Meter readings
  4. All of the above
- 5-46. Which of the following NAVSUP forms should you use to prepare your vending machine control form at the end of each month?
1. NAVSUP 464
  2. NAVSUP 469
  3. NAVSUP 470
  4. All of the above
- 5-47. In the vending machine control, items such as springs, fuses, and other repair parts should be recorded in what column of the NAVSUP 2357
1. Receipts
  2. Expenditures
  3. Cost of Operation
  4. Other
- 5-48. The cost of vending machine sales and the cost of vending machine operation should be subtracted from cash received from sales. This figure should give you which of the following amounts?
1. Net profit
  2. Gross profit
  3. Cost of repair parts
  4. All of the above
- 
- Learning Objective: Recognize the significance of ship's store profits and identify the ways in which profits are generated, distributed, and used.
- 
- 5-49. Money for the General Fund accrues from which of the following sources?
1. A percentage assessment on the net cash sales of each ship
  2. The excess profits reported by various ships
  3. The balance of ship's store profits remaining after the loss or decommissioning of a ship
  4. All of the above sources
- 5-50. Ship's store profits generated during an accounting period should NOT exceed what percentage of the cost of retail sales?
1. 5%
  2. 10%
  3. 15%
  4. 20%
- 5-51. A large part of the monies from the General Fund supports which of the following facilities or programs?
1. Navy recreation centers
  2. Construction of swimming pools
  3. Navy motel operation program
  4. Navy motion picture program



- 5-52. The largest expenditure from the General Fund financially supports or covers which of the following goals or conditions?
1. Modernization of ship's facilities
  2. Shortages that occur and are too large to be equitably absorbed by the ship
  3. Initial installation of the ship's store facility
  4. Procurement of vending machines for the ship
- 5-53. NAVRESSO is the procurement activity for all vending machines, popcorn machines, and soft ice cream machines aboard ship.
1. True
  2. False
- 5-54. Loans for purchase of vending machines are made from the General Fund through NAVRESSO and must be reported according to NAVRESSO instructions.
1. True
  2. False
- 5-55. Profits that have been transferred to the Recreation Fund from the Trust Fund belonging to the ship are expended as deemed necessary by what officer?
1. Recreation officer
  2. Ship's store officer
  3. Operations officer
  4. Commanding officer
- 5-56. Which, if any, of the following persons makes recommendations to the commanding officer on the amount of funds to be transferred to the Recreation Fund?
1. Operation officer
  2. Recreation officer
  3. Ship's store officer
  4. None of the above
- 5-57. Reserve monies should be retained in the ship's store account for which of the following purposes?
1. To finance laundry operations during yard periods
  2. To lower losses in profits resulting from surveys
  3. To offset the effects of markdowns below cost
  4. To cover all of the above situations
- 5-58. When you are projecting the amount of ship's store profits you will later forward to the Recreation Fund, on what form can you find the amount of Funds Brought Forward for the prior accounting period?
1. Standard Form 1034
  2. DD Form 1149
  3. DD Form 1155
  4. NAVCOMPT Form 153
- 5-59. When may interim profits be transferred to the Recreation Fund?
1. Monthly only
  2. At the end of each quarter
  3. At the end of the accounting period
  4. At any time when deemed necessary by the commanding officer
- 5-60. Charges are made against ship's store profits for which of the following purposes?
1. For repayment of loans received from NAVRESSO
  2. For payment of assessment by the General Fund
  3. For reimbursement to personnel who have incurred losses or damage to apparel as a result of a ship's service operation
  4. All of the above
- 5-61. Which of the following objectives does an inventory accomplish?
1. Gives an accurate value of stock on hand
  2. Reestablishes the responsibility of ship's store operators
  3. Provides the basis for transfer of accountability from one ship's store officer to another
  4. All of the above
- 5-62. Inventories must be taken before ship's store records may be closed out.
1. True
  2. False
- 5-63. Inventory figures provide the opening entries on which of the following documents?
1. Ship's Store Afloat Financial Control Record (NAVSUP 235)
  2. Stock Record Cards (NAVSUP 464)
  3. Journal of Receipts (NAVSUP 977)
  4. All of the above

- 5-64. Inventories help in stock control by allowing the senior Ship's Serviceman to determine whether the ship's store is overstocked or understocked with individual stock items?
1. True
  2. False
- 5-65. With which, if any, of the following persons does the responsibility to acquire and maintain a complete and an accurate inventory rest?
1. Supply officer
  2. Commanding officer
  3. ship's store officer
  4. None of the above
- 5-66. What minimum number of inventory teams is/are required for a two-count ship's store inventory system?
1. One
  2. Two
  3. Three
  4. Four
- 5-67. An inventory team may consist of only one person if personnel are not available.
1. True
  2. False
- 5-68. A first-count inventory team may include which of the following individual?
1. ship's store officer
  2. A designated officer assistant
  3. Any commissioned officer
  4. Each of the above
- 5-69. A senior enlisted person in the supply rating (E-6 or above) and one other enlisted person can form second-count inventory teams.
1. True
  2. False
- 5-70. Monthly inventories may be conducted by a qualified senior enlisted member (E-6 or above) in a supply rating upon written authorization from what official?
1. Commanding officer
  2. Executive officer
  3. Supply officer
  4. Type commander
- 5-71. A set of inventory count sheets should consist of what total number of copies (including the original)?
1. Six
  2. Two
  3. Three
  4. Four
- 5-72. What individual serialize the count sheets before they are distributed to the inventory teams?
1. Supply officer
  2. Leading petty officer
  3. Ship's store officer
  4. Ship's store operator
- 5-73. The ship's store officer must maintain a number control, in duplicate, of all inventory count sheets issued with the team and spaces that are assigned to each sheet.
1. True
  2. False
- 5-74. When inventory count sheets must be held overnight, the ship's store officer is authorized to leave each space count sheet with the responsible custodian of the spaces to be inventoried.
1. True
  2. False
- 5-75. Information on the stock items to be inventoried must be recorded in advance on the inventory count sheet. Which of the following persons must record this information?
1. Recordskeeper
  2. The responsible custodian of the spaces to be inventoried
  3. Inventory team leader
  4. Either 2 or 3 above, depending upon availability

## Assignment 6

Textbook Assignment: "Records and Returns (Continued) and Commissaries." Pages 7-4 through 8-2.

---

---

Learning Objective (continued):  
Recognize the significance of  
ship's store profits and  
identify the ways in which  
profits are generated,  
distributed, and used.

---

- |   |  |
|---|--|
| <p>6-1. Advance information must be recorded on which of the following copies of the inventory sheet?</p> <ol style="list-style-type: none"><li>1. Copy 1 only</li><li>2. Copy 2 only</li><li>3. copy 3 only</li><li>4. All four copies</li></ol> <p>6-2. Fixture numbers on inventory count sheets are assigned by NAVRESSO.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol> <p>6-3. Which of the following types of information should NOT appear on an inventory count sheet?</p> <ol style="list-style-type: none"><li>1. Vendor's name</li><li>2. Description</li><li>3. Unit of issue</li><li>4. Location of stock</li></ol> <p>6-4. Inventories should be planned so that the ship's store is closed for the shortest possible period of time. Under normal conditions, what time frame should represent an adequate amount of time for the ship's inventory to be completed?</p> <ol style="list-style-type: none"><li>1. 12 hours</li><li>2. 24 hours</li><li>3. 36 hours</li><li>4. 48 hours</li></ol> | <p>6-5. The time frame for a ship's store inventory should be determined after consultation has taken place with or among which of the following officials?</p> <ol style="list-style-type: none"><li>1. Ship's store officer</li><li>2. Executive officer</li><li>3. Supply officer</li><li>4. All of the above</li></ol> <p>6-6. In combined responsibility, bulk storerooms should be inventoried and balanced with the stock record card before retail outlets are inventoried.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol> <p>6-7. Which of the following copies of the inventory count sheet should be used by the first-count team?</p> <ol style="list-style-type: none"><li>1. Pink</li><li>2. White</li><li>3. Yellow</li><li>4. Both 2 and 3 above</li></ol> <p>6-8. In the first count, inventory spaces should be counted in which of the following directions?</p> <ol style="list-style-type: none"><li>1. Right to left</li><li>2. Left to right</li><li>3. Top to bottom</li><li>4. Both 2 and 3 above</li></ol> <p>6-9. When inventory sheets are completed, they should be signed by the individuals conducting the inventory and forwarded to which of the following persons?</p> <ol style="list-style-type: none"><li>1. Supply officer</li><li>2. Ship's store officer</li><li>3. Commanding officer</li><li>4. Recordskeeper</li></ol> <p>6-10. The second inventory count should be recorded on which of the following copies of the inventory count sheet?</p> <ol style="list-style-type: none"><li>1. White</li><li>2. Pink</li><li>3. Blue</li><li>4. Both 2 and 3 above</li></ol> |
|---|--|

- 6-11. The second inventory count can be made by the same inventory team that conducted the first count.
1. True
  2. False
- 6-12. For the second inventory count, it is usually a good idea to use a different technique than the one in the first inventory count.
1. True
  2. False
- 6-13. Upon completion of the inventory, which of the following actions should be taken in regard to ship's store spaces?
1. The combination to the lock should be changed
  2. The spaces should be locked with the custodian's personal padlock
  3. A sentry should be posted to guard the spaces
  4. Spaces should be secured with a lock and a numbered seal and the seal number should be logged
- 6-14. After the seal number on an inventoried space is recorded in a logbook, the number must be verified by which of the following persons?
1. Supply officer
  2. Ship's store officer
  3. Custodian of the space
  4. Both 2 and 3 above
- 6-15. Price line inventories are a tool the ship's store officer can use to accomplish which of the following goals?
1. Reestablish responsibility
  2. Transfer accountability
  3. Establish correct money value for the balance of ship's store stock on hand
  4. All of the above
- 6-16. Price line inventories should generally be taken at least how often in self-service ship's stores?
1. Quarterly
  2. Weekly
  3. Monthly
  4. Quarterly
- 6-17. Other than the ship's store officer, which of the following persons may direct an inventory to be held?
1. Type commander (TYCOM)
  2. Commanding officer (CO)
  3. Supply officer (SO)
  4. All of the above
- 6-18. Which of the following forms should you use to verify the physical counts from the inventory with the hulk storeroom card balances?
1. NAVSUP 238
  2. NAVSUP 464
  3. NAVSUP 977
  4. NAVSUP 978
- 6-19. The inventory is usually extended by which of the following persons?
1. Bulk storeroom custodian
  2. Ship's store operator
  3. Recordskeeper
  4. Leading petty officer
- 6-20. What copy of the inventory count sheets should the ship's store officer use to verify the extensions made on the working copy?
1. Yellow
  2. Blue
  3. White
  4. Pink
- 6-21. The practice of taking a surprise inventory in midaccounting periods is highly recommended.
1. True
  2. False
- 6-22. A surprise inventory taken in a midaccounting period serves which of the following purposes?
1. It allows for an interim check to be made on the ship's store operation
  2. It provides a review of the stock position of the ship's store
  3. It provides a means by which financial condition of the store can be determined
  4. All of the above

- 
- Learning Objective: Identity the purpose, techniques, and procedure that should be used on the auditing of various ship's store records.
- 
- 6-23. An audit of ship's store records serves to accomplish which of the following goals?
1. Reveal errors
  2. Prevent the reoccurrence of accounting problems
  3. Reveal irregularities
  4. All of the above
- 6-24. Of the following sequences, which should you use to correctly close out Ship's Store records?
1. Stock Records, Journal of Receipts, Journal of Expenditures, and Financial Control Record
  2. Financial Control Record, Stock Records, Journal of Receipts, and Journal of Expenditures
  3. Journal of Receipts, Journal of Expenditures, Stock Records, and Financial Control Record
  4. Stock Records, Financial Control Record, Journal of Receipts, and Journal of Expenditures
- 6-25. Which of the following types of data should be posted on stock record cards?
1. Receipts
  2. Quantity of each item shown on inventory sheets
  3. Expenditures
  4. All of the above
- 6-26. In separate operations, inventory totals in both bulk and total balance must be recorded on the stock record cards.
1. True
  2. False
- 6-27. You are spot-checking the stock record cards to ensure that the recordskeeper is calculating the total sales correctly. What formula should the recordskeeper be using to calculate total sales?
1. Beginning Inventory + Receipts - Expenditure - Returns = Total Sales
  2. Closing Inventory + Receipts - Expenditures - Beginning Inventory = Total Sales
  3. Receipts + Closing Inventory - Expenditures - Returns = Total Sales
  4. Beginning Inventory + Receipts - Expenditures - Closing Inventory = Total Sales
- 6-28. What document should you check to verify the sales figure posted to the Ship's Store Afloat Financial Control Record?
1. Cashbook
  2. Journal of Receipts
  3. Journal of Expenditures
  4. Memorandum Cash Sales Invoice (DD 1149)
- 6-29. In the Ship's Store Afloat Financial Control Record, a large difference between the Receipts and Expenditures columns always requires investigation. Which of the following auditing procedures should you perform to ascertain if the difference is the result of a bookkeeping error?
1. Recheck the extension totals and posting of receipts and expenditures documents
  2. Examine the preparation of the Cash Sales Invoices
  3. Check the extensions
  4. All of the above
- 6-30. After a difference between the Receipts and Expenditures Columns at the Ship's Store Afloat Financial Control Record has been investigated, a remaining shortage or overage of that maximum percentage of sales should still be considered excessive?
1. 1%
  2. 2.5%
  3. 3%
  4. 5%

- 6-31. A large difference will always exist in the cup-type Vending Machines and Fountain columns on the Ship's Store Afloat Financial Control Record. This difference is the result of which of the following causes?
1. Patron abuse to the machines
  2. Entries that were posted at cost price
  3. Too many test drinks
  4. All of the above
- 6-32. In the operation of a cup-type vending machine, gross profit is usually what maximum percentage of total sales?
1. 20%
  2. 30%
  3. 50%
  4. 60%
- 6-33. In the fountain or snack bar operation, gross profit should fall within what minimum to maximum percentage of total sales?
1. 15% to 20%
  2. 20% to 25%
  3. 30% to 40%
  4. 5% to 10%
- 6-34. When large deviation occur from the recommended gross profit percentages in a snack bar or vending machine operation, which of the following actions should you take?
1. Write the difference off
  2. Investigate the differences
  3. Force the figure in your opening inventory
  4. Do all of the above
- 6-35. In the first recap for the retail store all differences should be reported on the reverse side of what form?
1. NAVCOMPT 153
  2. NAVCOMPT 176
  3. NAVCOMPT 442
  4. NAVSUP 977
- 6-36. You can obtain your cost of operation figure for vending machines by adding all vending machine entries in the Cost of Operation column of the NAVSUP Form 235.
1. True
  2. False
- 6-37. You are closing out the Journal of Receipts. What maximum number of columns should you total?
1. Five
  2. Two
  3. Six
  4. Four
- 6-38. Entries to the Journal of Expenditures are made at what price value?
1. Retail
  2. Cost plus transportation
  3. Cost
  4. Retail minus discount
- 6-39. Which of the following expenditures should have been entered on the NAVSUP 978?
1. Transfers
  2. Surveys
  3. Both 1 and 2 above
  4. Receipts from OSO
- 6-40. When the NAVSUP 978 is being closed out, the cost of operations figure should be extracted from what form?
1. NAVSUP Form 235
  2. NAVSUP Form 238
  3. NAVSUP Form 977
  4. NAVSUP Form 980
- 6-41. In closing out the NAVSUP 978, you can find the cost of all vending machine sales by extracting information from which of the following forms?
1. NAVSUP Form 235
  2. NAVSUP Form 236
  3. Both 1 and 2 above
  4. NAVSUP 469
- 6-42. The value of bulk sales on the NAVCOMPT 153 is the total of all bulk sales invoices at cost price contained in the Cash Sales file.
1. True
  2. False
- 6-43. When closing out the NAVSUP 978, you should determine all gains and losses on what form?
1. NAVSUP Form 238
  2. NAVSUP Form 1234
  3. DD Form 1149
  4. DD Form 1155

- 6-44. In closing out the NAVSUP 978, you should take the closing inventory from which of the following forms?
1. NAVSUP Form 238
  2. NAVSUP Form 464
  3. NAVSUP Form 977
  4. NAVSUP Form 978
- 6-45. Your total inventory should be broken down into what two categories?
1. Cost of vending machine operations and cost of snack bar operations
  2. Clothing and ship's store stock
  3. Clothing and cost of operations
  4. Ship's store stock and cost of operations
- 6-46. The last figure that you must post on the Journal of Expenditures is the cost of sales--retail. You should arrive at this figure by which of the following means?
1. Compute it from information in the first two columns of the NAVSUP 235
  2. Add all receipts and subtract all issues on the NAVSUP 235
  3. Force the figure since you know the value of all other entries, including the totals
  4. Compute from information reported on your NAVCOMPT 153
- 6-47. The cost of sales--retail figure absorbs all errors and directly influences the ship's store profits.
1. True
  2. False
- 6-48. An accurate set of ship's store returns in dependent primarily on which of the following factors?
1. A high sales figure
  2. A low sales figure
  3. An accurate closeout
  4. Both 2 and 3 above
- 
- Learning Objective: Determine the procedures you should follow for conducting an audit of ship's store returns.
- 
- 6-49. Within what maximum period of time from the end of the accounting period must the ship's store returns be submitted?
1. 15 days
  2. 20 days
  3. 30 days
  4. 5 days
- 6-50. Normally, the time frame for an accounting period is 4 months. Under which of the following circumstances can this time frame be shortened or extended?
1. When the accountable officer is being relieved
  2. When merged returns have been authorized
  3. Both 1 and 2 above
  4. When operations prevent the ship from preparing the returns
- 6-51. Which of the following dates is not a date on which an accounting period ends?
1. 31 January
  2. 30 June
  3. 30 September
  4. 31 May
- 6-52. Which of the following dates represent the end of the only accounting period that CANNOT be merged?
1. 31 May
  2. 30 September
  3. 31 January
  4. 30 June
- 6-53. Under unusual or emergency circumstances when returns must be merged for the period from September through 31 October, an original request for exception must be forwarded to what authority?
1. Navy Resale Services Support Office
  2. Naval Supply Systems Command
  3. Navy regional finance center
  4. Fleet accounting and disbursing center
- 6-54. The original of the letter that authorized your merged returns must be included with the returns when the returns are submitted.
1. True
  2. False
- 6-55. When ship's store returns must be submitted late, a letter from the commanding officer explaining the reasons for delay must be forwarded to the type commander with copies to which of the following authorities?
1. Naval Supply Systems Command
  2. Navy Resale and Services Support command office
  3. Appropriate fleet accounting and disbursing center
  4. All of the above

6-56. What two documents must you use to prepare the NAVCOMPT 1 53?

1. NAVSUP 233 and NAVSUP 235
2. NAVSUP 977 and NAVSUP 978
3. NAVSUP 238 and NAVSUP 239
4. NAVSUP 464 and NAVSUP 469

6-57. On your NAVCOMPT Form 153 form, you can complete lines B01 through B09 by using the information you have accumulated on what Form?

1. NAVSUP 238
2. NAVSUP 464
3. NAVSUP 977
4. NAVSUP 978

6-58. On your NAVCOMPT 153, you can complete lines B10 through B30 by using the information contained in what form?

1. NAVSUP 238
2. NAVSUP 464
3. NAVSUP 977
4. NAVSUP 978

---

IN ANSWERING QUESTIONS 6-59 THROUGH 6-62, SELECT FROM COLUMN B THE CAPTION THAT CORRECTLY CORRESPONDS TO THE ONES GIVEN IN COLUMN A AS THE QUESTION. ALL CAPTIONS AND LINES ARE INCLUDED IN THE PROFIT AND LOSS STATEMENT OF THE NAVCOMPT 153.

A. LINES

B. CAPTIONS

- |           |                     |
|-----------|---------------------|
| 6-59. C02 | 1. Loans authorized |
| 6-60. C05 | by NAVRESSO         |
| 6-61. C07 | 2. Cashbook totals  |
| 6-62. C09 | 3. Total receipts   |
|           | 4. Approved surveys |
|           | to the General Fund |

---

6-63. Actual amusement machine profits should be entered on what line of the NAVCOMPT 153?

1. C8
2. C21
3. C25
4. C27

6-64. What official must sign the certification statement that appears on the front side of the NAVCOMPT 153?

1. Ship's store officer
2. Commanding officer
3. Supply officer
4. Type commander

6-65. When you have entered all the required information on the NAVCOMPT 153, you should substantiate and assemble your ship's store returns at the same time.

1. True
2. False

6-66. You should make up both your retained returns and forwarding returns together.

1. True
2. False

6-67. What type of mail should you use for forwarding ship's store returns that weigh less than 13 ounces?

1. Military Official Mail (MOM)
2. Special delivery
3. First-Class Mail
4. Registered mail

6-68. When You must make corrections to ship's store returns after they have been submitted, which of the following steps must you take immediately?

1. Prepare a corrected NAVCOMPT 153
2. Forward a corrected NAVCOMPT 153 along with substantiating documents
3. Both 1 and 2 above
4. Recall the forwarded returns

6-69. In what maximum period of time should ship's store and clothing retained returns be retained on board after the forwarding returns have been submitted?

1. 1 years
2. 2 years
3. 3 years
4. 6 months

6-70. You are conducting an internal analysis of your ship's store operation based upon the information you have entered in your ship's store returns. Which of the following factors should you carefully analyze from a management point of view?

1. Sales-store ratio
2. Markups
3. Costs of operations
4. All of the above

6-71. Your ship's store returns will be analyzed by which of the following external auditors?

1. Appropriate FAADC
2. NAVRESSO
3. Both 1 and 2 above
4. NAVSEA



- 
- Learning objective: Determine the mission, organization, control, and administration of Navy commissaries.
- 
- 6-72. The primary mission of the Navy commissary is to provide authorized resale items for sale to authorized patrons at the lowest practical price.
1. True
  2. False
- 6-73. Which of the following organization performs the primary support functions for the Navy commissary?
1. Naval Supply Systems Command
  2. Navy Resale and Services Support Office FSO
  3. FMSO Mechanicsburg, PA
  4. Defense Logistics Agency
- 6-74. Before reporting to your commissary, you must attend one of the schools on the operation of a commissary. You should obtain the dates and areas of available schools from
1. the personnel office serving your present command
  2. the Navy supply corps school, Athens, Georgia
  3. your nearest Navy commissary
  4. NAVRESSO Commissary Operations Group
- 6-75. Generally, chief petty officers, and first class petty officers are assigned supervisory positions in which of the following areas?
1. Warehouse
  2. Front end
  3. Receiving
  4. All of the above

## Assignment 7

Textbook Assignment: "Commissaries (continued) and Retail Operation Management (ROM) System."  
Pages 8-2 through 9-6.

- 
- Learning Objective (continued):  
Determine the mission, organization, control, and administration of Navy commissaries.
- 
- 7-1. Upon reporting to the commissary, you will be asked to read, understand, and sign a copy of the
1. UCMJ
  2. heat stress instruction
  3. Navy's policy on waste, fraud, and abuse
  4. standards of conduct
- 7-2. The commissary management course is given six times a year at which of the following locations?
1. Norfolk, VA
  2. San Diego, CA
  3. Both 1 and 2 above
  4. Athens, GA
- 
- Learning Objective: Establish proper procedure for security, handling, and transportation of funds.
- 
- 7-3. As a supervisor you will be responsible for proper handling of commissary funds and ensuring that commissary personnel under your supervision do the same.
1. True
  2. False
- 7-4. Authorization to handle funds should be assigned to as many persons as possible in order to keep funds secure.
1. True
  2. False
- 7-5. What individual may be designated as a cash collection agent?
1. Officer in charge
  2. Sales floor supervisor
  3. Designated and bonded collection agent
  4. Assistant commissary store officer
- 7-6. If the cash collection agent becomes unable to perform the duties of the position, which of the following personnel should assume the job?
1. The senior register operator
  2. The leading chief
  3. The person designated by the officer in charge
- 7-7. After making collections, the collection agent should release the funds to the
1. bank
  2. officer in charge
  3. base police
  4. collection agent's assistant
- 7-8. As a collection agent in a commissary, what source should you consult for detailed guidelines on which funds you should handle?
1. Commissary store officer
  2. NAVRESSO
  3. Written Instructions
  4. Person being relieved
- 7-9. When may a cash collection agent be authorized to take cash register readings?
1. When operating a small store with a limited staff
  2. When approved by NAVRESSO
  3. Both 1 and 2 above
- 7-10. Funds may be held in the collection agent's safe for what total number of days?
1. 1
  2. 2
  3. 3
  4. 5

- 7-11. Any safe holding official funds must have a label attached from which of the following organizations?
1. Underwriter's Laboratories
  2. Commissary store group label for your region
  3. NAVRESSO
  4. A-1 locksmith or another certified company
- 7-12. What is the weight limitation for a safe mounted on a wall?
1. 750 lb
  2. 200 lb
  3. 255 lb
  4. 500 lb
- 7-13. The officer in charge is responsible for ensuring that spaces used for commissary funds are protected by an alarm system. To obtain information on the system best suited for the needs of the commissary, the officer should consult which of the following sources?
1. Station security officer
  2. Commissary regional office
  3. Naval directives or instructions
  4. NAVRESSO
- 7-14. To ensure safe and proper transporting of commissary funds, the person responsible for the funds should consult what publication?
1. SECNAVINST 5200.G1
  2. NAVRESSOINST 4067.6
  3. NAVRESSOINST 4065.23
  4. NAVRESSOINST 4065.39
- 
- Learning Objective: Describe procurement, management, and sale of stock in the Navy commissary.
- 
- 7-15. Which of the following factors must you consider when managing the handling and treatment of stock in a commissary?
1. Authorized limits
  2. Demands of your store
  3. Shelf and storage spaces
  4. All of the above
- 7-16. The catalog number assigned to an item of stock is a six-digit number. Which portion of this number represents the merchandising group for each item?
1. First three digits
  2. Last two digits
  3. First two digits
  4. First number
- 7-17. Items ordered on a one-time basis should NOT exceed anticipated sales for what maximum length of time?
1. 1 month
  2. 2 months
  3. 3 months
  4. 2 weeks
- 7-18. The number of items carried on a one-time basis only should NOT exceed what maximum number of line items?
1. 120
  2. 20
  3. 60
  4. 75
- 7-19. Any increase in the number of one-time basis items carried must be approved by
1. the commanding officer, Commissary Store Region
  2. NAVRESSO
  3. NAVSUPSYSCOM
  4. the commissary store officer
- 7-20. The commissary store may procure Easter baskets when the total cost of each basket exceeds the total cost of its candy components.
1. True
  2. False
- 7-21. Which of the following items are unauthorized for stock in the commissary?
1. Prescription drugs
  2. Nonprescription devices
  3. Over the counter drugs
- 7-22. Which of the following types of specialty seasonal candy should NOT be stocked in the commissary?
1. Valentine's Day candy (boxed hearts)
  2. Hollow, solid, and filled chocolate figures
  3. Individual Christmas candy canes and filled stockings
  4. All of the above

- 7-23. Increases in inventory limitations are subject to which of the following factors?
1. Limitations of the staff
  2. Maintenance of accountability
  3. Both 1 and 2 above
  4. Needs of the the patrons
- 7-24. Accurate stock control can be beneficial in which of the following ways?
1. Obtaining merchandise
  2. Maintaining a satisfactory in-stock position
  3. Controlling inventories
  4. All of the above
- 7-25. Currently, what total number of stock control sytems are in use in Navy commissaries?
1. Six
  2. Two
  3. Three
  4. Four
- 7-26. What system, if any, performs calculating and printing functions for commissaries in small regions in overseas locations?
1. ACS
  2. MONROBOTX1 system
  3. L2000 system
  4. Manual system
- 7-27. What is the purpose of the ACS?
1. To provide date-proceeding support for procurement, stock control, merchandising, accounting, and management information functions
  2. To perform calculating and printing for commissary store control in overseas regions
  3. Both 1 and 2 above
- 7-28. Installation of the ACS will allow the commissary to execute which of the following actions?
1. Eliminate excess safety stocks
  2. Improve services
  3. Reduce inventory levels
  4. All of the above
- 7-29. A customer approached you asking, "When will the commissary start carrying a particular item?" What should you do?
1. Refer to the stock item review list to see if the item is listed
  2. Check with the CSO
  3. Check the T-53s' for the next day
  4. Reply, "I don' t know"
- 7-30. Commissary store patrons can make suggesions to the management by filling out what form?
1. NAVSUP 975
  2. T-53s
  3. NAVSUP 1157
  4. NAVSUP 1234
- 7-31. Which of the follwing items of stock are considered special stock items?
1. HABA items
  2. Pest control agents
  3. Medical items
  4. Both 2 and 3 above
- 7-32. Restricted pesticides are those pesticides NOT procured for resale in your commissary.
1. True
  2. False
- 7-33. Which of the following medical items are Commissaries PROHIBITED from celling?
1. Required prescriptions
  2. Over the counter drugs
  3. Both 1 and 2 above
  4. High-strength aspirins
- 7-34. What NAVRESSOINST provides the commissary with an authorized stock list?
1. NAVRESSOINST 4065.39
  2. NAVRESSOINST 4065.23
  3. NAVRESSOINST 4067.15
  4. NAVRESSOINST 4065.35
- 7-35. Items NOT listed in the Commissary Operating Procedure Manual must be procured with the approval of whom?
1. Commending officer
  2. CSO
  3. Army vet
  4. NAVRESSO
- 7-36. A letter of authority for unauthorized items of stock ordered should be attached to the requisition or purchase order.
1. True
  2. False
- 7-37. Which of the following actions is prohibited concerning bonus coupons?
1. Donating them to charitable organizations
  2. Disposing of them
  3. Using them for personal benefit of military or civilian employees

- 7-38. You have ordered 168 boxes of cereal and the vendor delivers 192 at the same price. Which of the following actions should you take?
1. Return the overage to the vendor
  2. Accept the excess merchandise at a reduced price only
  3. Accept the overage of the merchandise ordered if the vendor charges the same cost price
  4. Both 2 and 3 above

---

Learning Objective: Determine the procedural for receiving, controlling, and storing stock in commissary stores and the related equipment used.

---

- 7-39. All resale merchandise received should be accounted for on which record?
1. CS 35
  2. CS 28
  3. T-53
  4. NAVSUP 975
- 7-40. All miscellaneous supplies and services should be accounted for on which record?
1. CS 35
  2. CS 28
  3. T-53
  4. NAVSUP 975
- 7-41. From which of the following records would you obtain a receiving number?
1. CS 35
  2. CS 28
  3. T-53
  4. NAVSUP 975
- 7-42. Numbers contained in the NAVSUP 975 should come from a continuous series of numbers beginning each month with
1. 9900
  2. 9700
  3. 0001
- 7-43. Commissary trust revolving fund receipts are handled in the same manner as Navy Stock Fund Receipts. The only difference is that the serial number is preceded by what number?
1. 8 VICE 9
  2. 8 VICE 0
  3. 7 VICE 0
  4. 7 VICE 9

- 7-44. Which of the following cycles is/are considered procurement methods in a Navy commissary?

1. Short cycle (daily delivery)
2. Long cycle
3. Short cycle (weekly)
4. All of the above

- 7-45. What are the most frequently used procurement documents in a Navy commissary?

1. DD 1149 and T-53
2. T-53 and DD 1348
3. DD 1155 and T-53
4. DD 1155 and 1149

- 7-46. What total amount of lead time, if any, is allotted when procurement is made under the short weekly cycle?

1. 12 days
2. 8 days
3. 7 days
4. None of the above

- 7-47. The Automated Commissary System (ACS) is currently being used by all commissaries in CONUS and overseas.

1. True
2. False

- 7-48. What action should you take if the total quantity listed on the T-53 is NOT received?

1. Cross out the incorrect quantity and enter the correct amount on the T-53, circle and initial the change
2. Get the vendor to sign for the shortage on the T-53 and the delivery ticket
3. Both 1 and 2 above
4. Get the vendor to sign for the shortage on the delivery ticket only

- 7-49. A successful commissary operation depends on which of the following functions?

1. Proper procurement procedures
2. Proper accounting and warehousing
3. Keeping shelves stocked
4. All of the above

- 7-50. The ACS is a network of computer terminals that is located at commissaries and warehouses throughout CONUS. Using these terminals, information is transmitted to NAVRESSO in which, if any of the following ways?
1. Transmitters
  2. Phone
  3. Message
  4. None of the above
- 7-51. The ACS consists of how many subsystems?
1. Seven
  2. Six
  3. Five
  4. Four
- 7-52. What total number of different types of inventories are there in the commissary?
1. Five
  2. Two
  3. Three
  4. Four
- 7-53. Which inventory is used for stock control and ordering or resale merchandise?
1. Physical
  2. Special
  3. Perpetual
  4. Cyclical
- 
- Learning Objective: Determine proper check-out and cash register procedures in the Navy commissary and identify authorized patrons.
- 
- 7-54. The definition for authorized patrons is contained in which of the following publications?
1. ASCSR
  2. NAVRESSOINST 4065.23
  3. NAVRESSOINST 4065.39
  4. NAVCOMPT Manual
- 7-55. What is/are the purpose(s) of the PASS desk?
1. To identify authorized patrons
  2. To issue badges
  3. To furnish general information to patrons
  4. All of the above
- 7-56. Which of the following items is/are NOT acceptable from patrons for payment?
1. Personal checks
  2. Credit cards
  3. Food stamps
  4. Money orders
- 7-57. Which of the Following is not one of the responsibilities of check-out personnel?
1. Ensuring that only authorized patrons are allowed through the lane
  2. Setting up applicable displays
  3. Accepting money and reeking change
  4. Each of the above
- 7-58. What would be the best location for the express lane?
1. Nearest lane where customers enter check-out area
  2. The lane nearest the exit
  3. The lane closest to the cash cage
- 7-59. Which of the following factors should you consider when scheduling check-out personnel?
1. Patron transactions
  2. Workload
  3. Paydays, sales events, and forecasted sales
  4. All of the above
- 7-60. After register operators are hired, they should receive which, if any, of the following training?
1. 9 hours' indoctrination and 1 hour of training every month for 6 months
  2. 8 hours' of training, 1 hours indoctrination, and 16 hours of training every 6 months
  3. Depends on their past work experience
  4. None of the above
- 7-61. To feel more comfortable and relaxed, the cash register operators should be allowed to pick their own register.
1. True
  2. False
- 7-62. As cash register supervisor, you are responsible for which of the following duties?
1. Issuing of register keys
  2. Ensuring that the register is equipped with enough detailed tape
  3. Ensuring that the ink is producing legible tapes
  4. All of the above

- 7-65. When an item is overrung, the register operator should prepare what form?
1. CS-45
  2. T-973
  3. NAVSUP 972
  4. NAVSUP 975
- 7-64. To maintain a record of each cash register operator's performance, you should use which, if any, of the following records?
1. CS-11
  2. CS-5
  3. CS-1
  4. None of the above
- 7-65. All refunds to patrons must be recorded on which of the following forms?
1. CS 11
  2. CS-1
  3. C-65
  4. CS-5
- 7-66. When cash register operators have to use the restroom, they are permitted to leave the funds in the register.
1. True
  2. False
- 7-67. Which of the following measures should you take to prevent employee theft from the cash registers?
1. Keep the cash register window unobstructed
  2. Prohibit sharing of cash drawers
  3. Insist that error corrections and no sales are kept at a minimum
  4. All of the above
- 7-68. Cash register readings should be taken by what individual?
1. Cash collection agent
  2. Register operator
  3. Check-out supervisor
- 7-69. Cash register operators will turn in their detailed tapes to the cash collection agent at the close of cash business day.
1. True
  2. False
- 7-70. HOW often should a partial collection be made?
1. 1 to 2 hours before store closing
  2. Every 2 hours
  3. Every 4 hours
- 
- Learning Objective: Identify the retail operation management (ROM) system and its related uses.
- 
- 7-71. Implementation of the ROM system requires all items of stock to be assigned a class and sequence number. Which of the following is the BEST example?
1. 10000-0615
  2. 23000-0267
  3. 11000-0566
  4. All of the above
- 7-72. The objective of ROM is to benefit the Ship's Serviceman in which areas?
1. Logistics
  2. Financial management
  3. Inventory control
  4. All of the above
- 7-73. Which of the following documents will ROM handle?
1. NAVSUP 235
  2. NAVSUP 464
  3. NAVSUP 977
  4. All of the above
- 7-74. The ROM is designed for use by all supply ratings.
1. True
  2. False
- 7-75. Which of the following are types of security associated with ROM?
1. Physical
  2. Application
  3. Both 1 and 2 above
  4. Security





**COURSE COMPLETION/DISENROLLMENT FORM**  
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

SHIP'S SERVICEMAN 1 & C	80287
-------------------------	-------

NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

--	--

NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

☐ COURSE COMPLETION (Date \_\_\_\_\_)

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ DISENROLLMENT (Date \_\_\_\_\_)  
(Did not complete the course)

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ OTHER REASON (Specify) :

**PRIVACY ACT STATEMENT**

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

COMMANDING OFFICER NETPMSA CODE 074 6490 SAUFLEY FIELD RD PENSACOLA FL 32559-5000
--



STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

FROM: \_\_\_\_\_ Date \_\_\_\_\_  
SSN \_\_\_\_\_

NAME (Last, first, M.I.)  
RANK, RATE, CIVILIAN

STREET ADDRESS, APT #

ZIP CODE \_\_\_\_\_

CITY, STATE

To: COMMANDING OFFICER  
NETPMSA CODE 313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

Subj: SHIP'S SERVICEMAN 1 & C, NAVEDTRA 80287

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

.....(Fold along dotted line and staple or tape).....

.....(Fold along dotted line and staple or tape).....  
**DEPARTMENT OF THE NAVY**

---

**COMMANDING OFFICER  
NETPMSA CODE 313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237**

---

**OFFICIAL BUSINESS**

**COMMANDING OFFICER  
NETPMSA CODE 313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237**

PRINT OR TYPE

TITLE \_\_\_\_\_ NAVEDTRA \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_ City or FPO State Zip  
DESIGNATOR \_\_\_\_\_ ASSIGNMENT NO. \_\_\_\_\_

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) \_\_\_\_\_ DATE MAILED \_\_\_\_\_

SCORE

1 T	2 F	3	4		1 T	2 F	3	4		1 T	2 F	3	4				
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	69	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____





